**FORM FWC: STATUTORY FLEXIBLE WORKING APPLICATION REJECTION FORM**

|  |
| --- |
| **Note to the Head of Administration and Finance or equivalent**You must write to your employee with your decision within one calendar week of your meeting to discuss their request, unless an extension to this timeline has been agreed. Complete this form when declining an application. Before completing this form you must ensure that serious consideration has been given to the application and to any possible alternatives. You must state the operational ground(s) as to why you are unable to agree to a new working pattern, and clearly set out the reasons why the ground(s) applies in the circumstances. You should also, where appropriate, explain why any other work patterns you may have discussed at the meeting are inappropriate. |

|  |
| --- |
| Dear [Insert name]Following receipt of your application and our meeting on [insert date],I have seriously considered your request for a new flexible working pattern.I am sorry but I am unable to accommodate your request for the following operational reason(s) (delete any which do not apply; at least one must apply):* The burden of additional costs
* A detrimental effect on ability to meet customer demand
* An inability to reorganise work among existing staff
* An ability to recruit additional staff
* A detrimental impact on quality
* A detrimental impact on performance
* Insufficient work is available during the periods you propose to work
* Planned structural changes

The reasons apply in these circumstances because:If you are unhappy with this decision you may appeal against it. Details of the appeal procedure are set out below. |

|  |
| --- |
| Name……………………………………….. Date: ……………………………………. |

|  |
| --- |
| **The appeal procedure****To the employee**You have the right to appeal against the decision set out above to turn down your request for flexible working. If you wish to appeal, you must write to your Head of Administration and Finance or equivalent, setting out the grounds for your appeal, within two weeks of receiving this notice of their decision, using the FWD – statutory flexible working appeal form available at [Flexible working – formal scheme | HR Support (ox.ac.uk)](https://hr.admin.ox.ac.uk/flexible-working-formal-scheme) |