



Flexible working request flowchart

PLEASE NOTE

The Employment Relations (Flexible Working) **Act** received Royal Assent on 20 July 2023 and is expected to come into force in 2024. This will introduce new protections for employees and new requirements for employers in relation to statutory flexible working requests. This collection of resources will soon be updated in line with the new legislation.

About this resource

This flowchart demonstrates the process to make a **statutory application** for a flexible working arrangement. You may wish to amend as appropriate and include this as part of your school/trust's Flexible Working Policy.

This process must currently be completed within 3 months of a request being made. It is good practice to reach a decision as quickly as possible, although the time limit may be extended if agreed by employer and employee.

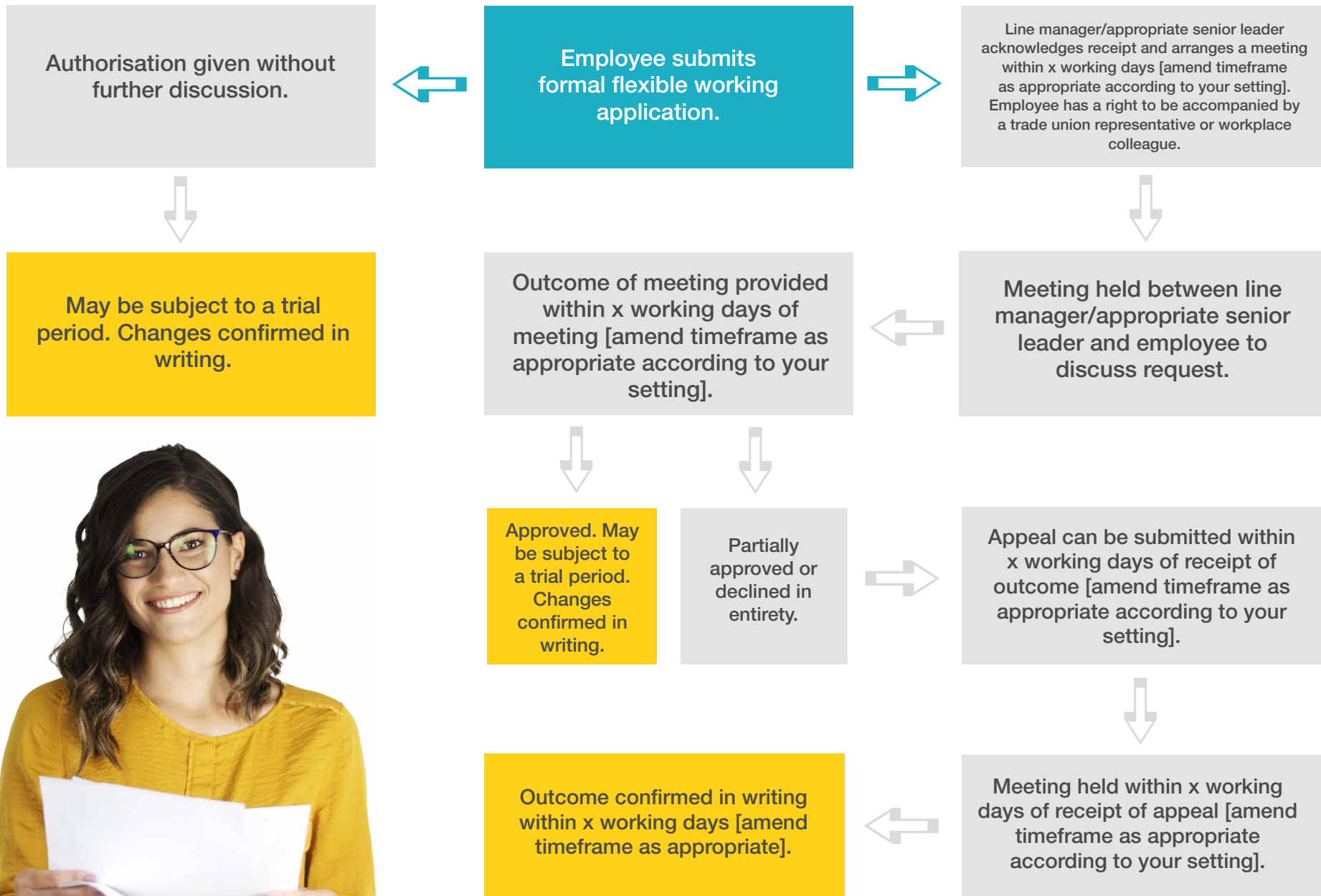
IMPORTANT - PLEASE NOTE

The Employment Relations (Flexible Working) [Act](#) received Royal Assent on 20 July 2023. The Act includes the following legislative changes which are expected to come into force in 2024:

- A reduced timescale of two months (rather than three) for completing the application process (including any appeal).
- A duty for employers to consult with employees before rejecting a flexible working request.
- Permitting employees to make two flexible working requests (rather than one) within a 12-month period.

Further legislation is also planned that will allow employees to request flexible working from the start of their employment.

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Contact us

If you have a query regarding the flexible working toolkit please contact [DfE's flexible working team](#). If you have suggestions on resources we could develop as part of our toolkit, please [contact Capita](#).

