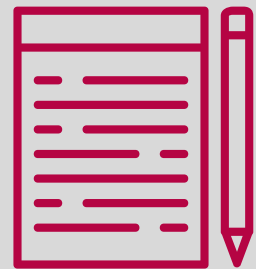


HOW TO REQUEST FLEXIBLE WORKING

Quick guide on how to make a persuasive flexible working request

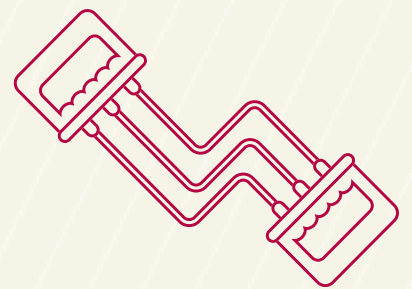
WRITE YOUR REQUEST AS A BUSINESS PROPOSITION

In making a decision to accept your flexible working request, your employer will need to be convinced that it is workable from a business perspective. Show in your application that you have considered the situation from your employer's point of view as well as your own.



KNOW YOUR ORGANISATION'S CULTURE AND GENERAL APPROACH TO FLEXIBLE WORKING

Some employers will be more open to flexible working requests than others. If they fall into the flexible-friendly category, refer to this and their common practices in your request. If there is a lack of evidence of embracing flexibility, you are potentially asking for something that they have not had to deal with before, and so you may need to be prepared to create a more compelling business case.



KNOW YOUR REASONS AND MOTIVATION FOR MAKING THE REQUEST

Whatever your reason is, your employer is unlikely to want to know all the details. They just need to be convinced that you are committed to contributing and performing well in your job role. Remember that when you submit a flexible working request you are doing this in your professional employee role, not wearing your parent or carer hat. Make sure that you write your request rationally rather than emotionally.



BE PREPARED TO NEGOTIATE

Demonstrating some flexibility around your request, taking into account your own needs, along with those of your employer, will show greater commitment and understanding.



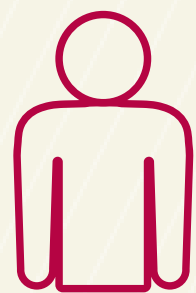
LINK YOUR REQUEST TO YOUR LONGER-TERM CAREER AMBITIONS

Showing your commitment to your longer-term career and longer-term contribution to your employer is likely to make your request more compelling. Show your commitment to continuing to learn and develop in your role and function.



CONSIDER WHO WILL MAKE THE DECISION ON YOUR REQUEST

Is this a decision being made by your HR department, line manager, departmental Director or the business owner? Whilst they are making a business decision, there will always be a subjective and emotional element in reaching a conclusion. Position your request in a way that will take into account their preferred way of communicating, their likely personal beliefs about your request as well as the business case.



CONSIDER REQUESTING A MEETING TO DISCUSS YOUR REQUEST

We recommend arranging an informal meeting with the decision-makers as part of your flexible working request.



IF YOUR APPLICATION IS REJECTED, APPEAL!

You have the right to appeal against an application that is rejected. Consider the reasons why your employer has rejected your application and make any necessary changes to your request that you are able to accommodate to make it more likely to be accepted at the appeal stage.

