

- only employees with 26 weeks continuous employment and who have not made a request in the last 12 months are eligible to make requests.



Communicate your decision

- if you agree to an employee's request straight away you must tell your employee in writing within 28 days.
- if you arranged a meeting with your employee you must write to that employee with your decision within 14 days after the meeting.
- your HR Adviser will prepare the letters.



Handle appeals internally

- if your employee wishes to appeal against your decision, they must write to you within 14 days of receiving your decision. Inform your HR Adviser.
- within 14 days of receiving an employee's appeal you must either accept the appeal and write to the employee or arrange a meeting with the employee to discuss their appeal.