

**FW (C): Flexible Working Application Rejection Form**  
**Note to the employer**

You must write to your employee with your decision within 14 days following the meeting. This form can be completed by you when declining an application. Before completing this form you must ensure that full consideration has been given to the application. You must state the business ground(s) as to why you are unable to agree to a new working pattern and the reasons why the ground(s) applies in the circumstances. The list of the permissible business grounds under which a request may be refused are provided in the section entitled 'What is a business ground?' in the guidance booklet 'Flexible working: a guide for employers and employees' (ER 36). This booklet is available from your local Jobs and Benefits office / JobCentre or can be downloaded from [www.delni.gov.uk/erbooklets](http://www.delni.gov.uk/erbooklets).

Dear  Staff Number

Following receipt of your application and our meeting on   
I have considered your request for a new flexible working (dd/mm/yy)  
pattern.

I am sorry but I am unable to accommodate your request on the following business ground(s).

The ground(s) apply in the circumstances because:

(You should explain why any other work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary).

**Name****Date**

(dd/mm/yy)

If your employee is unhappy with the decision, they may appeal against it. Details of the appeal procedure are set out below.

### The Appeal Process

#### Note to the employee

If your employer turns down your request for flexible working, you have the right to appeal against the decision. If you wish to appeal, you must write to your employer, setting out the grounds for your appeal, within 14 days after receiving written notice of the decision.

#### Note to the employer

If you reject your employee's request for flexible working, your employee has the right to appeal against your decision.

If your employee appeals against your decision to refuse a request for flexible working, you must arrange a meeting with your employee to discuss the appeal within 14 days after receiving the appeal letter. See the section entitled '[What happens at the appeal meeting?](#)' in the guidance booklet '[Flexible working: a guide for employers and employees](#)' (ER 36) for more information.

After the meeting has been held, you must write to your employee within 14 days to notify him or her of the outcome of the appeal.

***NOW RETURN THIS FORM TO YOUR EMPLOYEE.***