

FLEXIBLE WORKING APPLICATION REJECTION FORM

TO

Name..... Payroll number.....

Faculty/Directorate..... NI number.....

Job Title

Date joined University.....

FROM:

Dear

Following receipt of your application and our meeting on
I have considered your request for a new flexible working pattern.

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

The grounds apply in the circumstances because:

If you are unhappy with the decision you may appeal against it. Details of the
appeal procedure are set out in the document Flexible Working – The Right to
Request.

Signature of ManagerDate.....

cc People Directorate

DATA PROTECTION ACT: The information which you give will be used only for the purpose for which it was collected. It will not be disclosed to any third party, except within the terms of the Act. It will be kept securely, and will be kept no longer than necessary