**Appendix C**

**Outcome of Flexible Working Application/Appeal Meeting**

|  |  |
| --- | --- |
| **PRIVATE & CONFIDENTIAL**  Name  Address  Date | XXXX Department  XXXX Division  Salisbury NHS Foundation Trust  Salisbury  Wiltshire  SP2 8BJ  Telephone: 01722 336262 Ext XXXX  Bleep XXXX |

Dear XXX

**Flexible Working Application/Appeal**

Thank you for your flexible working request dated XX. We met to discuss this on XX date with myself, XX and XX (add in names and job titles of anyone who was at the discussion meeting).

Remove relevant section below

Accepted

As a result of this discussion, I am writing to confirm to you that your request for flexible working has been accepted/part accepted (delete as appropriate) and your new working hours/days/pattern (amend as appropriate) will be as follows:

* Add in what has been agreed

Your new working pattern/agreement will start on XX date and will be permanent/reviewed after XX months (delete as appropriate).

Declined

As a result of this discussion I am writing to confirm to you that your request for flexible working was declined. This was due to XXX (add in reason here using one of the 8 reasons from section 4.2 of the flexible working policy). These reasons were discussed with you verbally when we met/during the subsequent discussion we had on XX date (amend and delete as appropriate).

(For responses to applications only to be removed for responses to appeals)

You have the right of appeal against this decision. If you wish to appeal against this decision you must do so using the Trusts Appeals Policy. All appeals must be registering within 10 working days of the date of this letter.

Yours sincerely

NAME

JOB TITLE

CC Personal File