### FW (D): The appeal process

## **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 of your appeal, within 14 calendar days after receiving written notification of his/her decision.

Dear

I wish to appeal against your decision to refuse my application for flexible working. I am appealing on the following grounds:

(Please continue on a separate piece of paper if necessary)

Name: Date:

**NOW RETURN THIS FORM TO YOUR EMPLOYER**

**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 an appeal meeting with your employee to discuss within 14 calendar days after receiving the appeal letter.

After the meeting has been held, you must write to your employee within 14 calendar days to notify him/her of the outcome of the appeal using form FW(E)