



Step	Route	Process
1	All	<ul style="list-style-type: none"> Employee has informal conversation with line manager
2	Short-term	<ul style="list-style-type: none"> Short-term process followed when arrangement lasts 3 months or less
2a	Short-term approved	<ul style="list-style-type: none"> Final outcome is provided by line manager in writing (eg email) Line manager raises ATF via Vacancy Manager, where applicable (change to work pattern, hours, or location) ATF request should also detail the date in which any temporary arrangements will revert back to the original pattern; this can be done by utilising the 'further hours changes' field
2b	Short-term rejected	<ul style="list-style-type: none"> Request cannot be accommodated after full consideration Final outcome is provided by line manager in writing (eg email) Employees can opt to proceed with a formal statutory request at any time during the process
3	Formal, statutory	<ul style="list-style-type: none"> Process followed when arrangement lasts over 3 months, or informal conversations have not reached an outcome locally
3a	Formal, statutory	<ul style="list-style-type: none"> Employee makes request via application form and emails copy to line manager Line manager holds consultation meeting within 10 days of receiving request Manager discusses with Head of School/ Department/Associate Director or other designated individual The University has a responsibility to provide a response to a formal request within a timescale of 2 months from receipt of the request to notification of any appeal decision
3b	Formal, statutory approved	<ul style="list-style-type: none"> Line manager informs employee of outcome within 10 days of consultation meeting (including any conditions such as trial periods) Line manager raises ATF on Vacancy Manager
3c	Formal, statutory rejected	<ul style="list-style-type: none"> Line manager consults with HR Business Partnering and Employment Relations Team before rejecting any requests Line manager must meet to discuss reasoning for the rejection and provides written confirmation within 10 days of consultation meeting
4	Appeal process	<ul style="list-style-type: none"> Employee appeals decision within 5 days of rejection. Appeal put in writing to Head of School/ Department/Associate Director or other designated individual Appeal meeting arranged within 10 days of receiving appeal notice Manager who heard appeal will inform employee of final outcome within 5 days of the meeting