FLEXIBLE WORKING REQUESTS – STATUTORY OR NON-STATUTORY?

To be read in conjunction with the University’s Policy and Procedure on Flexible Working

1. **IS THE EMPLOYEE SEEKING A PERMANENT CHANGE TO WORKING PATTERN?**
   - **NO** → Employee may make a NON-STATUTORY REQUEST
   - **YES**

2. **DOES EMPLOYEE HAVE 26 WEEKS’ CONTINUOUS SERVICE?**
   - **NO** → Employee may make a NON-STATUTORY REQUEST
   - **YES**

3. **HAS THE EMPLOYEE MADE A STATUTORY REQUEST IN THE PREVIOUS 12 MONTHS?**
   - **YES** → Employee may make a NON-STATUTORY REQUEST
   - **NO** → Employee is eligible to make a STATUTORY REQUEST