Procedure for requesting flexible working

Employees should make a formal application for a long-term period of flexible working by completing the [Request to Work Flexibly form](http://www.lse.ac.uk/intranet/staff/humanResources/Flexible-Working/Request-to-work-flexibly-form.doc).

The application should be made to the line manager well in advance of the desired start date for the flexible working arrangements as the process can take up to fourteen weeks to complete and possibly longer if there are any problems.

The case should include several areas, including details of the proposed working pattern, the implications of carrying this out and proposals as to how the proposed pattern can be accommodated. If it is not felt that these areas are sufficiently covered in order to be able to consider the request, the form should be returned to the employee with a request for further information. Employees can improve their chances of successful application if they clearly indicate that they have considered the possible impact and put forward ways to address this.

If the line manager approves the request the change becomes a permanent change to contract and there is no automatic right to return to previous working pattern.

Once the completed form has been received, the line manager should acknowledge in writing the date on which the form was received and, if necessary, arrange a meeting with the employee to discuss the request. The line manager must inform the employee of their decision on the application within three months beginning with the date on which the employee made the application, or a longer period agreed between the line manager and the employee.

Employees who wish to request flexible working for a short-term period for example, for a day or week only should make an informal request to their line manager.