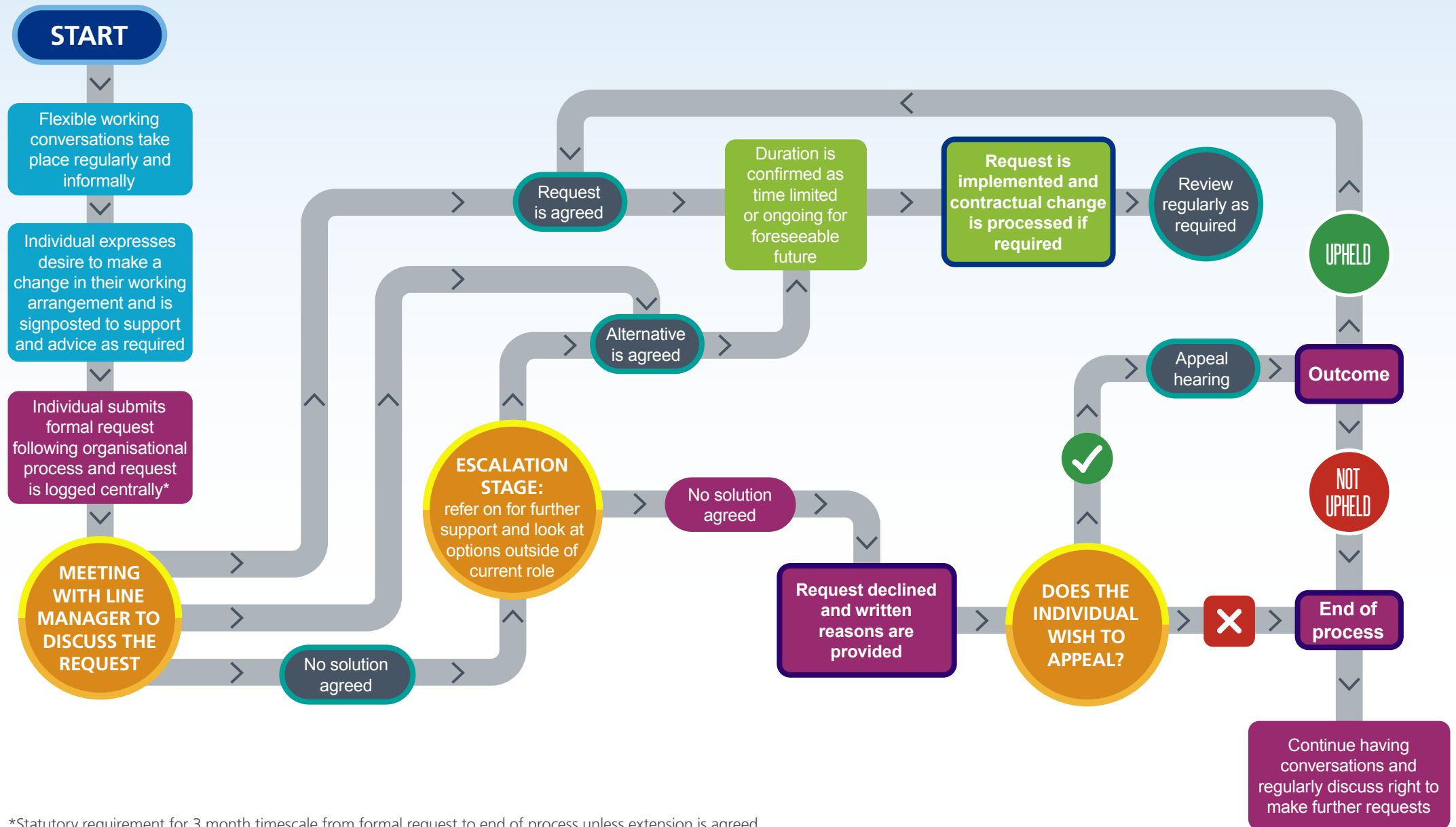


Guide to making flexible working requests

This flowchart has been designed to support both line managers and staff in the NHS understand the steps involved in making a request for a flexible working arrangement. It takes into account changes to the [NHS Terms and Conditions Handbook that come into effect on 13 September 2021](#). The flowchart should be used alongside your organisation's flexible working policy which will contain the detailed information you need to make a request.



*Statutory requirement for 3 month timescale from formal request to end of process unless extension is agreed.