

MANAGING FLEXIBLE WORKING REQUESTS

- Colleague completes and submits the Flexible Working Request Form on Dayforce. Once they have submitted, this form will show in your Home Page>Actions.

Pending Actions

[View all actions in Message Centre](#)



[ACTION REQUIRED: A Flexible Working Request has been made by](#)

10/10/2023 11:06

[Accept](#) [Reject](#)

- Consider the request and if this is agreeable, select 'Accept'.
- If you decide to decline, it must align to one of the below reasons and we advise discussing with your HR Business Partner before declining within EV People:
 - Planned structural changes
 - Burden of additional costs
 - Detrimental impact on quality
 - Inability to recruit additional staff
 - Detrimental impact on performance
 - Inability to reorganise work among existing staff
 - Detrimental effect on ability to meet customer demand
 - Insufficiency of work during the periods the employee proposes to work
- If you approve the Flexible Working Request, you must then complete and [submit a new Job Assignment and Compensation Change form](#). This will go through the correct line of approvals.
- Once approved, this will become a "Pending Action" for the People Services team to process and issue the confirmation to the colleague via EV People or Signable.