# RESOURCE PACK

# FLEXIBLE WORKING GUIDANCE

### **FACTSHEETS**

- ANNUALISED HOURS
- COMPRESSED HOURS
- DAY AND TIME OF DAY CHANGES
- FLEXI-TIME
- HYBRID WORKING
- PART TIME
- SELF ROSTERING
- TERM TIME

### **FORM**

- APPLICATION FORM
- WORKING FROM OUTSIDE THE UK

#### TEMPLATE LETTERS

- APPLICATION ACCEPTED
- APPLICATION REFUSED
- CONFIRMATION OF OUTCOME TRIAL PERIOD
- INVITATION TO APPEAL
- INVITATION TO MEETING
- OUTCOME OF APPEAL HEARING