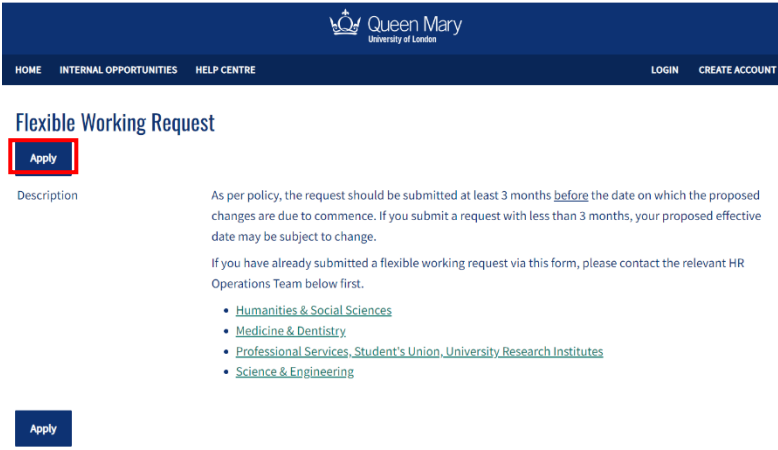
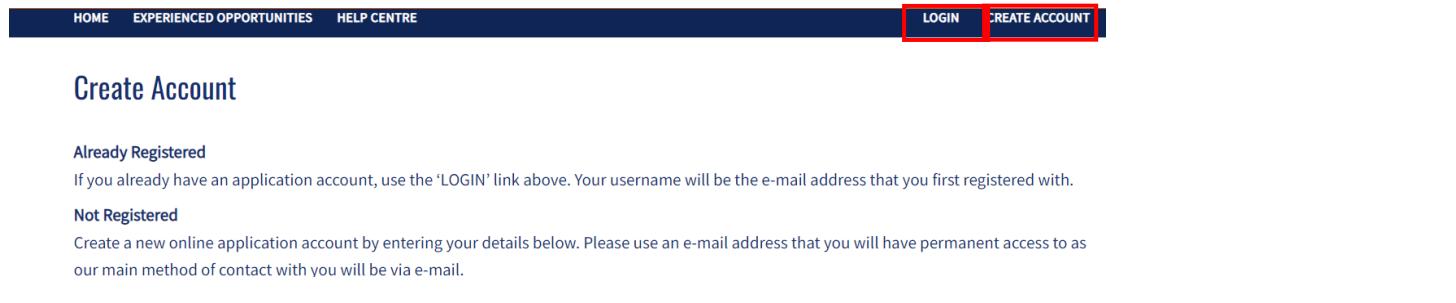
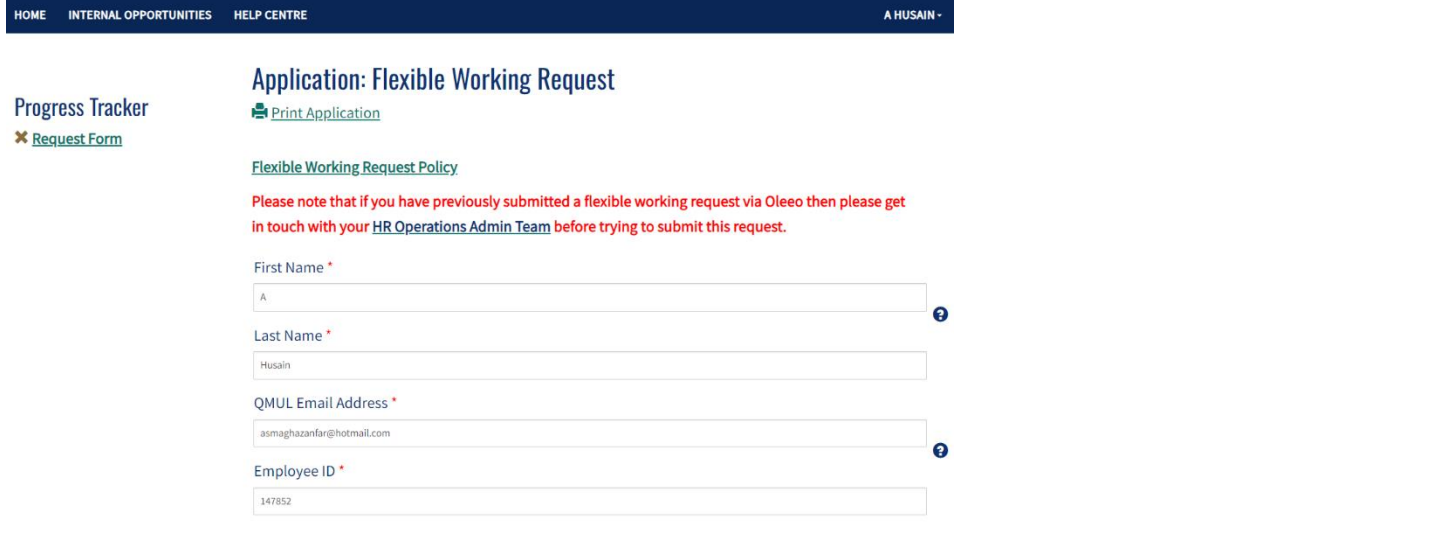




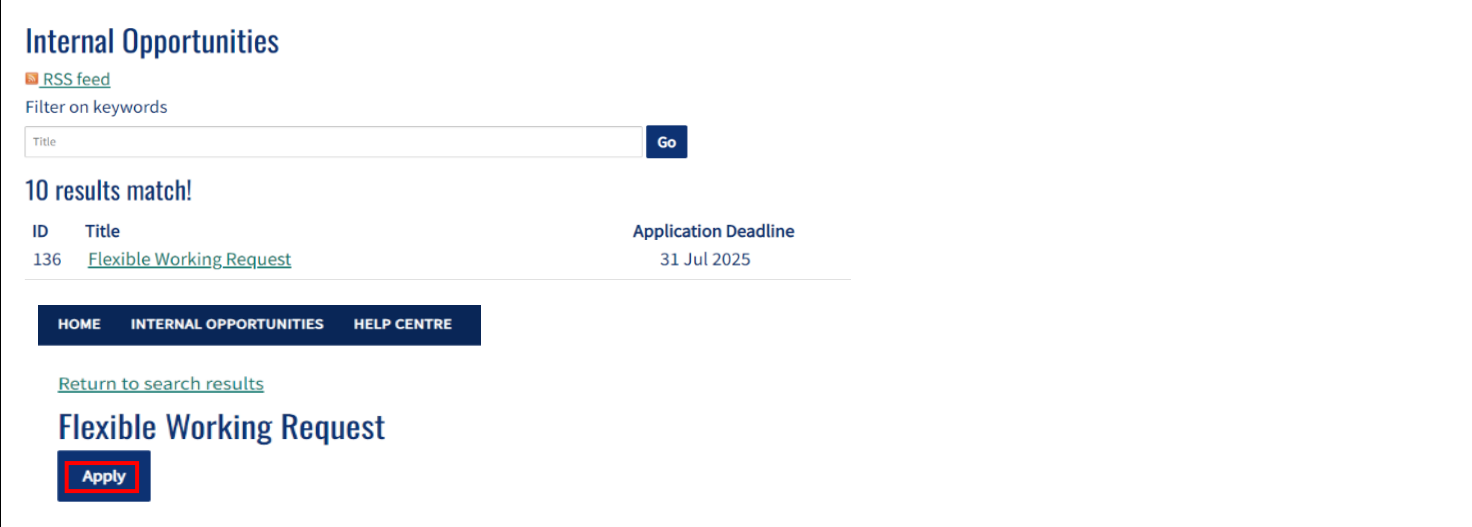
## EMPLOYEE – FLEXIBLE WORKING REQUEST USER GUIDE

### SUBMITTING A FLEXIBLE WORKING REQUEST FORM

In this guide you will be shown how to submit a Flexible Working request.

| STEP   | EXAMPLE  |
|--|--|
| 1) Follow the link.<br><br>2) Click the relevant link on the Flexible Working page (Flexible Working Request 1 or Flexible Working Request 2). | <a href="#">Flexible Working</a>   |
| 3) Click 'Apply'.  |  <p>The screenshot shows the Queen Mary University of London intranet page for Flexible Working Requests. At the top, there is a navigation bar with links for HOME, INTERNAL OPPORTUNITIES, HELP CENTRE, LOGIN, and CREATE ACCOUNT. Below the navigation bar, the page title is "Flexible Working Request". A blue button labeled "Apply" is highlighted with a red box. Below the "Apply" button, there is a "Description" section. The text in the description states: "As per policy, the request should be submitted at least 3 months <u>before</u> the date on which the proposed changes are due to commence. If you submit a request with less than 3 months, your proposed effective date may be subject to change." It also mentions: "If you have already submitted a flexible working request via this form, please contact the relevant HR Operations Team below first." Below this text, there is a list of links for different departments: Humanities &amp; Social Sciences, Medicine &amp; Dentistry, Professional Services, Student's Union, University Research Institutes, and Science &amp; Engineering. At the bottom of the page, there is another blue button labeled "Apply".</p> |

|  |  |
|--|--|
| <p><b>Note:</b> If this is your first time submitting a request, then complete the registration form by clicking <b>'Create Account'</b> using your <b>QM email address</b>.</p> <p>If you have an account already, then click <b>'Log In'</b>.</p>                |    |
| <p>4) Once you have logged in, you will be presented with the Flexible Working Request Form.</p> <p>5) Complete the form in full and click <b>'Submit'</b>.</p>  |   |
| <p>Once submitted, your Line Manager will be sent an email to notify them of the request.</p> <p>You will receive an email confirming the request has been submitted.</p>  |  |
| <p>You can review the status of your request, any communication (emails) sent to you and details of the form that you submitted by logging into the system and clicking <b>'Flexible Working Request'</b> within the drop-down menu from the top-right corner.</p> |  |

| <p>If you are unable to see the Flexible Working Request Form when you have logged in, click <b>'Internal Opportunities'</b> on the top left hand side of the page.</p>   |   |                      |       |                      |     |  |             |
|---|---|----------------------|-------|----------------------|-----|--|-------------|
| <p>Search for, and click, the <b>'Flexible Working Request 1 or 2'</b> link (as applicable).</p><br><br><br><br><br><br><br><br><br><br><p>Then click <b>'Apply'</b> and <u>follow step 5 outlined above.</u></p> |  <p>The screenshot shows the 'Internal Opportunities' page. At the top, there is a navigation bar with 'HOME', 'INTERNAL OPPORTUNITIES' (highlighted in red), and 'HELP CENTRE'. Below this is an RSS feed icon and a search filter section with the text 'Filter on keywords' and a search box containing 'Title' and a 'Go' button. The search results show '10 results match!' and a table with the following data:</p> <table border="1"><thead><tr><th>ID</th><th>Title</th><th>Application Deadline</th></tr></thead><tbody><tr><td>136</td><td><a href="#">Flexible Working Request</a></td><td>31 Jul 2025</td></tr></tbody></table> <p>Below the table is another navigation bar with 'HOME', 'INTERNAL OPPORTUNITIES', and 'HELP CENTRE'. There is a link 'Return to search results' and a section titled 'Flexible Working Request' with an 'Apply' button highlighted in a red box.</p> | ID                   | Title | Application Deadline | 136 | <a href="#">Flexible Working Request</a> | 31 Jul 2025 |
| ID  | Title   | Application Deadline |       |                      |     |  |             |
| 136   | <a href="#">Flexible Working Request</a>  | 31 Jul 2025          |       |                      |     |  |             |

You should expect to have a meeting with your Line Manager to discuss your request.

Once a decision has been made by your Line Manager, you will receive an email to notify you the outcome of your request. The status of the request will also change on your application portal on Oleo.

If the request is approved, you will receive the relevant confirmation paperwork from your HR Operations Team via email, as applicable.

If the request is rejected, then refer to our [Flexible Working policy](#) for further steps.