

Submitting a Flexible Working Request - Employee Oleo User Guide

This guide will show you how to:

- Submit a Flexible Working Request.
- [Access your submitted application and view the status of your request in your application portal.](#)

Submitting your Flexible Working Request

As per policy, you can request a **maximum of two** Flexible Working Requests within a rolling twelve-month period. Therefore, choose one of the two options of Flexible Working Request forms as appropriate. These forms are directly linked to our application tracking system Oleo.

If you are unable to proceed with your application via either of the two links on the intranet to the request forms, then please contact the relevant [HR Operations Team](#).

STEP	EXAMPLE
<p>1) Access the Flexible Working Request forms on the HR website.</p> <p>2) Click the relevant link on the Flexible Working page (either Flexible Working Request 1 or Flexible Working Request 2).</p> <p>3) Once selected, you will be taken to another screen click "Apply".</p>	<ul style="list-style-type: none"> • Flexible Working Request #1 • Flexible Working Request #2

	<p>HOME INTERNAL OPPORTUNITIES HELP CENTRE LOGIN CREATE ACCOUNT</p> <h2>Flexible Working Request #1</h2> <p>Apply</p> <p>Description</p> <p>This form should only be used when requesting permanent or longer-term changes (for a fixed period of over 3 months' duration). Any ad-hoc, occasional requests to work flexibly for a shorter period must be discussed and agreed with the line manager informally, without the need to complete a formal application.</p> <p>You have a day one right to request to work flexibly. You can make up to 2 flexible working requests within any rolling 12-month period regardless of whether requests have been approved, or otherwise.</p> <p>Whilst the Flexible Working policy does not provide an automatic right to work flexibly; Queen Mary is committed to considering all requests to enable employees to achieve work-life balance. If your request for flexible working is not agreed, reasons for not being able to accommodate the request will be provided, and alternatives explored, wherever possible.</p> <p>As per policy, the request should be submitted at least 2 months <u>before</u> the date on which you want the changes to commence. If you submit a request with less than 2 months' notice, your proposed effective date may be subject to change.</p> <p>For any queries on this process, please contact the relevant HR Operations team.</p>
<p>4) On the “Create Account” page:</p> <ol style="list-style-type: none"> i. If this is your first time submitting a request, complete the registration form using your QM email address. ii. If you have an account already, click “Login”. <p>5) Once you have logged in, you will be presented with the Flexible Working Request Form. Complete the form in full.</p> <p>6) Click “Submit”.</p>	<p>HOME EXPERIENCED OPPORTUNITIES HELP CENTRE LOGIN CREATE ACCOUNT</p> <h2>Create Account</h2> <p>Already Registered If you already have an application account, use the 'LOGIN' link above. Your username will be the e-mail address that you first registered with.</p> <p>Not Registered Create a new online application account by entering your details below. Please use an e-mail address that you will have permanent access to as our main method of contact with you will be via e-mail.</p>

Once submitted, your line Manager will be notified via email of the request. You will also receive an email confirming that the request has been submitted.

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Progress Tracker

✕ [Request Form](#)

Application: Flexible Working Request

[Print Application](#)

[Flexible Working Request Policy](#)

Please note that if you have previously submitted a flexible working request via Oleo then please get in touch with your [HR Operations Admin Team](#) before trying to submit this request.

First Name *

 ?

Last Name *

QMUL Email Address *

 ?

Employee ID *

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 on Oleo, you will receive an email to notify you of the outcome of your request. The status of the request will change on your application portal on Oleo accordingly.

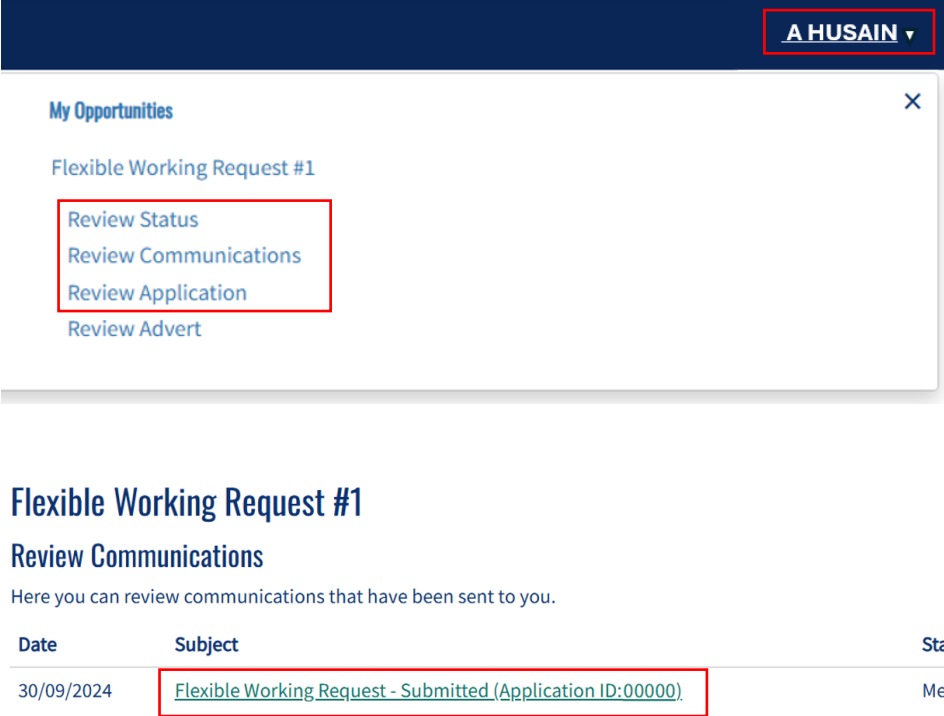
- If the request is approved, you will receive the relevant confirmation paperwork from your HR Operations Team via email, as applicable.
- If the request is rejected, refer to our [Flexible Working policy](#) for further steps.

Accessing your application and reviewing the status

In your application portal, you can review:

- The status of your request.

- Any communication (emails) sent to you via Oleeo.
- The details of the form that you have submitted.

STEP	EXAMPLE						
<p>Reviewing the status of your request If you have only ever made one application on Oleeo, the status of your request/application will be presented on your screen as soon as you log in.</p> <p>If you have made more than one application on Oleeo, you will need to:</p> <ol style="list-style-type: none"> 1) Log into your application portal. 2) Click on your name on the top right of the screen. 3) Click on “Review Status” under the relevant “Flexible Working Request” heading. <p>Viewing communication After steps 1-2 above, click on “Review Communications” under the relevant “Flexible Working Request” heading.</p> <p>You will be taken to a screen with all the emails sent to you in relation to the request.</p> <p>Click on the communication you wish to view.</p> <p>Locating your submitted Flexible Working Request After steps 1-2 above, click on “Review Application” under the relevant “Flexible Working Request” heading.</p>	 <p>Flexible Working Request #1</p> <p>Review Communications</p> <p>Here you can review communications that have been sent to you.</p> <table border="1"> <thead> <tr> <th data-bbox="949 967 1077 991">Date</th> <th data-bbox="1106 967 1173 991">Subject</th> <th data-bbox="1850 967 1910 991">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="949 1015 1048 1034">30/09/2024</td> <td data-bbox="1106 1015 1615 1034">Flexible Working Request - Submitted (Application ID:00000)</td> <td data-bbox="1850 1015 2047 1034">Message has been sent</td> </tr> </tbody> </table>	Date	Subject	Status	30/09/2024	Flexible Working Request - Submitted (Application ID:00000)	Message has been sent
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