

Once you've made a decision

It's a good idea to give your employee a decision as soon as possible.

There is a time limit of a maximum of 3 months of receiving a request for you to give a decision.

If you need more time, you can only extend the time limit if your employee agrees.

4. If you agree to the request

If you approve the request, it's a good idea to confirm it in writing, including:

- the agreed change
- when the change will start
- how long the change will last, if for a fixed period of time
- a review date, if the change will be looked at to see how it's going

When changes must be in writing

If the change affects anything that [must legally be in your employee's employment contract](#), you'll need to put it in writing. You must do this within a month of the change taking effect.

This includes changes to:

- working hours
- pay
- job location
- holiday entitlement

If you turn down the request

You must let your employee know, and give the reason for turning down their request.

It's a good idea to do this in writing.