

# Flexible Working Request form

Any employee with at least 26 weeks of employment service has a statutory right to request Flexible Working. The application must be made in writing. Please ensure you have read the Flexible Working Policy/FAQs before submitting your application. Any new flexible working arrangement will be subject to a trial period, after which it will be reviewed. A decision will then be made as to whether the new flexible working arrangement will continue permanently.

Please complete this form in full and return it to your manager. A review meeting will be held within 28 days of receipt of this application and you will be informed of the decision no later than 14 days after the meeting.

Employee name	
Employee number	
Manager name	
Start date	

Please tick the boxes to confirm you meet the eligibility criteria:

- I have worked continuously for the company for the past 26 weeks
- I have not made a request to work flexibly under this right during the past 12 months

Please indicate your personal circumstances for requesting Flexible Working
Describe your current working pattern (Days/hours/times worked)
Describe your proposed working pattern (Days/hours/times worked)
I would like this change to take effect from (date):

**Impact of new working pattern:**

Please briefly detail how you believe these changes will impact your workload/colleagues/department

Please detail how you believe any such effects may be dealt with

I confirm that I am entitled to request flexible working as detailed in the company Flexible Working Policy

<b>Signed:</b>	<b>Print Name:</b>
<b>Department:</b>	<b>Date:</b>