



Flexible working Application Form

Information you provide in this application will be treated in the strictest confidence.

Please refer to the school's Flexible Working Policy for guidance

Complete this form if you want to apply to work flexibly - this could be to reduce or change your hours, job share etc

Name:

Payroll Number:

Job:

Manager:

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided by law. I confirm I meet the eligible criteria as follows:

- I have worked continuously as an employee of the school for the last 26 weeks.
- I have not made a request to work flexibly under this right during the past 12 months.

If you have made a previous request in the last 12 months please provide details.

Please give the reason you are requesting to work flexibly:

Are you making this request as a reasonable adjustment due to ill-health and/or disability? Please choose

If yes please provide details of how flexible working will support you to attend work

Describe your current working pattern (days/hours/times worked):

Describe the working pattern you would like to work in future (days/hours/times worked):

I would like this working pattern to commence from:

Impact of the new working pattern:

What effect do you think this change will have on your work and the school?

How do you think any effect may be dealt with?

Is your request to change your working pattern permanent or temporary?

If you are requesting a temporary change give details of when you would want to revert to your previous working pattern.

Please be aware that if your request is approved and it is a permanent change, you do not have the right to request another variation in contractual terms for a period of 12 months, although your manager does have discretion to agree to consider additional requests.

Signed:

Date:

Employee action – send to your line manager once completed.

Manager action – keep a record of this application on the employee's file.