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| **Full name of applicant** |  |
| **Date form submitted** |  |
| **Name of line manager** |  |

I would like to apply to work a flexible working pattern that is different to my current working pattern.

All employees have the statutory right to request flexible working. Under the statutory procedure, you can make two requests in every 12-month period. If you have submitted a formal (statutory) flexible working request, you must wait until that one has been considered and any appeal has been dealt with, before submitting another.

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| 1. **Have you submitted a previous request for flexible working? (If yes, please answer the next question)**    Yes   No |
| 1. **When did you submit your last request(s) for flexible working?** |
| 1. **Reason for the application** |
| 1. **Is this flexible working application part of a reasonable adjustment?**    Yes   No |
| 1. **Describe your current working pattern (days/hours/times/weeks worked):** |
| 1. **Describe the working pattern you would like to work in future (days/hours/times /weeks worked):** |
| 1. **I would like this working pattern to commence from (date):** |
| 1. **I would like the above change(s) to my working pattern to be permanent (if no, please answer the next question):**    Yes   No |
| 1. **I would like the above changes to be temporary and to end on:** |

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| Once you have submitted a valid application for flexible working, your line manager will contact you to arrange a consultation meeting, which will take place within 10 working days of receiving the request. The consultation meeting is an opportunity for you to explain how the proposed working arrangements would benefit you and for us to consider and discuss any alternative flexible working options that may be available and suitable for you and the organisation.  We urge you to be as open as possible about your needs so that we are able to engage in a constructive discussion about what is feasible.  We treat personal data collected while managing your flexible working request in accordance with its [data protection policy](https://www.nottingham.ac.uk/governance/records-and-information-management/data-protection/data-protection-policy.aspx). Data collected from the point of receipt of a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working.  **Declaration**  I understand that if this request is accepted this may involve a permanent change to my terms and conditions of employment and may affect my pension. For permanent changes, there is no right to revert back to the previous working pattern.  **Name: ………………………………………................................... Date: …………………………...**  *Employee name* |

Please complete this form and email a copy to your line manager. If you are unable to provide an emailed copy, please ask your line manager to provide you with a printed copy. Upon completion, your line manager will scan this in and produce an electronic copy for their records.