



## FLEXIBLE WORKING APPLICATION FORM

### **Note to the employee**

~~You can use this form to make an application to work flexibly under the right provided in law to help eligible employees care for their children or for an adult. Before completing this form, you should first read the Flexible Working Policy.~~

~~Please Please note that under the right it may take up to 14 weeks to consider a request before it can be implemented and possibly longer where difficulties arise, therefore ensure that you submit your fully completed application to your manager well in advance of the date you wish the request to take effect.~~

~~It will help to consider your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions- to give your manager as much information as possible about your request as otherwise your application may not be valid. When completing sections 3 and 4, think about what effect your change in working pattern will have both on the work that you do and on your colleagues. Once you have completed the form, you should immediately forward it to your manager or appropriate person who will consider your request and may meet with you to discuss your flexible working application within a reasonable timeframe employer. Your employer will then have 28 days after the day your application is received in which to arrange a meeting with you to discuss your request.~~

~~If the request is granted, this will normally be a permanent change to your terms and conditions unless otherwise agreed.~~

### **Note to the manager**

~~Please discuss the request with a member from the HR team as soon as you receive the request to agree an appropriate way forward.~~

~~This is a formal application made under the legal right to apply for flexible working and there is a duty on employers to consider applications seriously. Managers have 28 days after the day you received this application in which to either agree to the request or arrange a meeting with your employee to discuss their request.~~

### **1. Personal Details**

Name: Job family Group:

Directorate: Manager:

### **To the manager**

I would like to apply to work a working pattern that is different to my current working pattern under the Flexible Working Policy, I confirm I meet the eligibility criteria as follows:

#### **Either**

~~I have responsibility for the upbringing of a child under 17 and I am. \_\_\_\_\_~~

- ~~o The mother, father, adopter, guardian, special guardian or foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child.~~

~~○ Married to, or the partner or civil partner of one of the above.~~

**Or**

I am, or expect to be, caring for an adult who is. \_\_\_\_\_  \_\_\_\_\_

~~○ The spouse, partner, civil partner or relative of the adult in need of care or~~

~~○ Someone who lives at my address.~~

**And**

I have worked continuously as an employee of S.L.D.C. for the last 26 weeks.

**And**

I have not made a request to work flexibly under this right during the past 12 months.

Date of any previous request to work flexibly under this right:      Date: -

If you are unable to tick all of the relevant boxes then you do not qualify to make a request to work flexibly under the statutory procedure, however your request will still be considered as S.L.D.C offers flexible working to all their employees as best practice.

<b>2a</b>	Describe your current working pattern (days/hours/times worked):
<b>2b</b>	Describe the working pattern you would like to work in future (days/hours/times worked):
<b>2c</b>	I would like this working pattern to commence from:      Date:

<b>3.</b>	<b>Impact of the new working pattern</b>
I think this change in my working pattern will affect my employer and colleagues as follows:	

<b>4.</b>	<b>Accommodating the new working pattern</b>
I think the effect on my manager and colleagues can be dealt with as follows:	

Name:

Signed:

Date:

**Pass this application to your manager**