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| **Private & Confidential - Flexible Working Application** | |
| **Employee’s name** | **Job title** |
| Start date | **Length of service** |
| **Manager’s name** | **Team/location** |
| I wish to make a formal flexible working request under section 80F of the Employment Rights Act 1996. I confirm that I have not made more than one other request to work flexibly under this right during the past 12 months. | |
| My current working pattern | |
| (a) My current working **days** are as follows: *(delete as appropriate)*  Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday  If these change regularly please describe how they change:  (b) My current working **hours** are as follows:  From ………………... *(start)*  to ………………………. *(finish)* with the following breaks:  If these change regularly please describe how they change:  (c) My current work **location** is as follows: | |

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| My requested working pattern |
| In future I would like to work:  *(specify preferred changes to days of work, hours of work or location of work)*  I would like the change to take effect from: ....................................................... *(date)*  ***Please tick:***  □ I would like the change to be a permanent change to my contracted working arrangements, and understand that, if agreed, the decision cannot be reversed without agreement.  □ I am seeking a temporary change to my contracted working arrangement and would like this to last until ........................................................... *(date)*. |
| **Signed by employee:**   **Date:** |