



## APPENDIX A – FLEXIBLE WORKING REQUEST FORM

<b>Request for flexible working</b>		
<b>Name of individual:</b>		
<b>Department:</b>		
<p>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 flexible working request, you must wait until that one has been considered and any appeal has been dealt with, before submitting another. If you are uncertain whether you are eligible to make a request, please contact the HR department.</p>		
<b>Date form submitted:</b>		
<b>Previous applications for flexible working</b>		
<b>Have you submitted a previous request for flexible working? (If yes, please answer the next question.)</b>	<b>Yes</b>	<b>No</b>
<b>When did you submit your last two requests for flexible working?</b>		
<b>Describe your current working pattern (Days/hours/times worked):</b>		
<b>I wish to submit a statutory request for flexible working as detailed below.</b>		
<p>Please set out the pattern of working that you are seeking. For example, if you wish to change your hours of work, please state what your current hours are and what you would</p>		

**like your new hours to be or, if you wish to work at home at certain times, please state which hours you would like to work at home.**

**I would like the above change(s) to my working pattern to take effect on:**

**I would like the above change(s) to my working pattern to be permanent:**

**Yes**

**No**

**If "No", I would like the above change(s) to my working pattern to be temporary and to end on:**

Once you have submitted a valid application for flexible working, we will contact you to arrange a consultation meeting, which will take place within 14 days of the application being submitted. 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.

**Signed:**

**Date:**