



FLEXIBLE WORKING REQUESTS FORM

This form is to be used to make a request for flexible working.

To be eligible to make a request for flexible working, you must have 26 weeks' continuous service with the School. If you are uncertain whether or not you are eligible to make a request, please contact the Business Leadership Team - admin@acexcellence.co.uk

It will help the decision-making process if you provide as much information as you can about your desired work pattern. It is also important that you complete the questions about the effects that you think the changes you are requesting will have on the Trust, School and your colleagues.

Name of Employee:	
Date of request:	
Start date with Trust/School:	
Have you submitted any previous applications for flexible working?	
If 'yes', please state the date of your previous request.	
Are you a disabled person whose request for flexible working is related to your disability?	

I wish to submit a statutory request for flexible working as detailed below:-

Please set out below 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 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 changes to my working pattern to take effect from:-
Date:

Please state the effects that you think the changes you are requesting will have on the School's ability to run its business and on your department, your colleagues, etc

Please state how you think any such effect might be dealt with:

Once you have submitted an eligible application for flexible working, your manager will contact you to arrange a meeting to discuss how the pattern of working you have requested could work. If your request is granted, it will mean a permanent change to the terms and conditions of your employment, unless agreed otherwise.

Signed:

Printed:

Date:

Please return this form to your line manager for further consideration.