

**Flexible Work Request Form**

All employees have the statutory right to request flexible working. Under the statutory

procedure an employee can make two flexible working requests in every 12 month

period. If an employee has submitted a flexible working request, they must wait until

that request has been considered and any appeal has been dealt with before

submitting a second request.

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| **Name of employee:** |  | |
| **Department:** |  | |
| **Previous applications for flexible working:**  Have you submitted more than one request for flexible working during the last 12 months (If yes, please answer the next question.) Yes/No  If “Yes”, when did you submit your last request for flexible working?  Date ………………………………………. | | |
| **I wish to submit a statutory request for flexible working as detailed below.** | | |
| **Please set out the pattern of working that you are seeking:** | | |
| I would like the above change(s) to my working pattern to take effect on: | | |
| **Once you have submitted a valid application for flexible working, the organisation will contact you to arrange a meeting as soon as possible. If your request is granted, it will mean a permanent change to the terms and conditions of your employment, unless agreed otherwise.** | | |
| **Signed:** |  | **Date:** |

Please submit your completed form to People Services.