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Sample letter requesting flexible working hours

Sample letter for flexible working hours.

Sample Letter
for
Job Offer.

DATE

John Doe
PO Box 1
Mosquito Heights, MN

Dear John:

I am pleased to confirm the City's employment offer to you for the position of Public Works Maintenance Worker with the City of Mosquito Heights. This position is classified as full-time, non-exempt (overtime eligible). Overtime compensation will be provided at a rate of 1.5 times your hourly wage for hours worked in excess of 40 in any work week. A copy of the position description is enclosed.

You will be expected to work eight hours/day and 40 hours/week. Your starting salary will be \$20.93 per hour and your first day of work will be on April 15, 2014. Per our standard procedure, this offer letter is not intended nor should it be considered as an employment contract for a definite or indefinite period of time.

As a full-time employee, you will accrue vacation and sick leave on a monthly basis. Your vacation leave accrual will begin at XXX hours per month. Your monthly sick leave accrual will be X.0 hours per month. Per our earlier discussion, you are authorized to take three days of leave without pay in May for the trip you scheduled prior to this hire.

In accordance with the Immigration and Reform and Control Act of 1986, you must provide appropriate documentation to establish identity and eligibility for employment on your first day of work. I've included a copy of the Department of Homeland's list of acceptable documents for your review. Please complete the highlighted section of the I-9 form and bring this completed document with you on your first day of employment.

Please report to the City's Maintenance Garage on the 15th at 8:00 a.m. and ask for Sue Smith, Public Works Superintendent. Do not hesitate to call if you have any questions prior to that time. We are pleased that you will be joining our staff and look forward to working with you in this position. If you have any questions prior to your start date, please contact (supervisor's name and number) or me at (phone number).

Sincerely,

Matt Olson
City Administrator
cc: Personnel File

Letter for flexible working hours. How to write a letter for flexible working hours.

Did you get the information you need from this page? Yes No This is a Precedent "Statutory Flexible Working Request" Letter for you to personalise. All the words highlighted in BOLD are legal requirements for the request to be valid. You must include these. The remainder of the letter is optional however our view is that including this information, where relevant, will help strengthen your argument and hopefully result in the request being granted.Download the flexible working request template in WordFor the attention of [Line manager name][Date] STATUTORY REQUEST FOR FLEXIBLE WORKThis is a statutory request under section 80F Employment Rights Act 1996. I confirm I have at least 26 weeks of service (note – there is no requirement to confirm your length of service but there's no harm in doing so)[I have not previously made a request under section 80F Employment Rights Act 1996,]OR[I have previously made a request under section 80F Employment Rights Act 1996 on [Date]] (note –in accordance with this legislation only one flexible working request can be made in any 12 month period so if you've previously made a request you need to ensure you wait 12 months before making your next request.)My current working pattern is... (note – there is no requirement to explain your current working pattern but it is sensible to do so)I would like my new working pattern to be (note – set out here what arrangements you are looking to put in place.)I think this new work pattern would have the following effects on the business (note – set out here what you think the impact on the business could be)I think these effects could be dealt with by the following: (note – try to address(1) the concerns that you think your employer, external clients/customers or colleagues may have here;(2) how you think your new arrangement could work on daily basis. If you can draw on examples of other people who do a similar job to you and how they have been able to do it flexibly you may want to refer to that too but you should be aware that the fact that an employer has previously accommodated a request may be the reason why they are unable to accommodate yours. Below are some examples you may want to consider depending on the nature of your request.) [A job share partner... (note – consider whether it might be possible for you to agree allocation of work with another colleague so that you are the point of contact for each other when the other person is not there. This may not be appropriate in every case but might work if for instance you were to work 8am – 4pm and your colleague worked 9am – 5pm), you might want to offer to help train a job share partner and agree that a job share partner could contact you at home if required to clarify any issues.] [working from home... (note – this will depend on your role and if it is something you want to do. Consider if you have the necessary home environment and work equipment to enable you to work effectively from home e.g. a laptop)] [longer hours on a particular day...(note – you may want to offer working longer hours on one day if you are looking to work shorter hours on another); and](3) how your new arrangements would work in a crisis situation: (note – consider if offering to make yourself available by telephone to deal with emergencies or urgent customer/client requests might assist with addressing business concerns.)(4) why it could be beneficial to be business too – two heads are better than one (if asking for a job share), allowing flexible work helps keep employees happy and retention rates are higher, it wouldn't cost the business anything more)[I am asking for this request in order to...] (note – while there is no requirement to do so, the ACAS guidance suggests that employees should state if their request is made in relation to the Equality Act. It may help an employer decide your application if they understand the reasons behind it e.g. to accommodate childcare arrangements, to help care of someone disabled.) I would like the new working pattern to come into force on [date] [for [6] months] (note – if your request is agreed, the change will be a permanent change to your terms and conditions unless you make a different agreement with your employer)[Ideally, I would like my new working pattern to be as stated above.

Insert Today's Date

Dear [Insert name]

Re: Flexible Working Request

I am writing to you to request a flexible working pattern that is different to the one I currently have. I make this request under my statutory right to do so.

I confirm that I have been in continuous employment for at least twenty-six weeks up to the date of this letter and that I have not made a statutory request for flexible working within the last twelve months.

(I make this request in respect of my child who is under seventeen. I confirm that I have responsibility for their upbringing, that I am the **mother / father / adopter / guardian / special guardian / foster parent or foster carer** of the child and that I make this request in order to help me care for them.)

OR

(I make this request in respect of my disabled child who is under eighteen. I confirm that I have responsibility for their upbringing, that I am the **mother / father / adopter / guardian / special guardian / foster parent or foster care** of the child and that I make this request in order to help me care for them.)

Current working Pattern

As you are aware, my current working pattern is **Insert current pattern e.g. days / hours**

Proposed Pattern

However, I would be happy to try a combination of the following: (note – add in here any other options you may be willing to consider, it is good negotiation tactic to offer alternatives) so that my new working pattern causes as little disruption to the business as possible. [If you are unable to commit to a permanent contractual change, I would be happy to agree to a trial period of [3 / 6] months so that the business can properly assess if it is a viable option.] (note – your request will have better chances of success if you show some flexibility)I would be happy to attend a meeting to discuss my request in more detail and to be given a chance to address any concerns that you may have regarding my suggested new working pattern.I look forward to hearing from you.SignedName, DepartmentEXAMPLEFor the attention of Jane Smith23 April 2019STATUTORY REQUEST FOR FLEXIBLE WORKThis is a request under section 80F Employment Rights Act 1996.I previously made a request under section 80F Employment Rights Act 1996 on 5th May 2016.My current working pattern is Monday to Thursday, 9am to 5 pm, with one hour's lunch per day (28h).I would like my new working pattern to be Monday to Friday, 9am to 3pm, with half an hour's lunch each day (27.5h)I think the effects the new pattern would have on the business would be that I would no longer be available between 3pm and 5pm to deal with client queries.I think these effects could be dealt with by the following: my colleagues dealing with queries from my clients at these times. 3-5pm is not a busy time and I have spoken to colleagues who have said they are happy to deal with my clients should they call.



I have spoken with Joe Bloggs who has confirmed that he is happy to be a specific contact for my clients between the hours of 3-5pm so I can include his contact details on my out of office so that clients know who to contact in my absence. Similarly, in the hours that Joe Bloggs is not working I have volunteered to pick up any urgent requests which are sent to him. This will ensure continuity of service in the business; in addition, I will be able to provide cover at lunchtime, which is busy, by taking a shorter lunch; I will be available on Fridays when the office is currently understaffed; further, I am happy to make myself available outside of this new working pattern to deal with emergencies.I am asking for this request in order to care for my daughter. She starts primary school in September and this working pattern would allow me to drop her off and pick her up. I have already requested parental leave to cover the first month when she is on half days, so I would like the new working pattern to come into force on 1st October 2019.Ideally, I would like my new working pattern to be as stated above. However, if this is not agreeable, then I would be happy for my working pattern to be 9am to 5pm on Monday and 9am to 3pm Tuesday to Friday so that this request causes as little disruption to the business as possible. If I am given reasonable notice in certain circumstances, I may be able to arrange for my daughter to be picked up from school by a family member to allow me to work an extra hour.If you are unable to commit to a permanent contractual change, I would be happy to agree to a trial period of 3 months effective from the date of 1 October 2019 so that the business can properly assess if it is a viable option.I would be happy to attend a meeting to discuss my request in more detail and to be given a chance to address any concerns that you may have regarding my new working pattern.I look forward to hearing from you.SignedJim MooreJim Moore, Small Business AccountsThis advice applies in England, Wales and Scotland. If you live in another part of the UK, the law may differ. If you have further questions and would like to contact our advice team please use our advice contact form below or call us.Advice contact formWatch our film to find out more about your right to request flexible working. A template letter to make a flexible working request. Free to use. You can copy and paste the template text into an email or document.

