


☐

I'm not robot



reCAPTCHA

Continue

Flexible working request form example

What is a flexible working request form. Flexible working request example. Flexible working application form examples.

It is a good idea to have a standard form for employees to apply for flexible working. Our standard application form can be adapted to suit the needs of your business. You will find that this form will encourage your staff to think in detail about flexible working, what they need to do to make it work, how it will make them more productive, and how it will be of benefit to the business. The document is available in PDF format: [Click here to download the example application form](#) If you have any feedback, questions or need more information, email info@superfastcornwall.org All material contained above is for information purposes only. Superfast Cornwall make no representations or warranties as to the accuracy and/or completeness of the material. The user is hereby placed on notice that they should take appropriate precautions to independently verify the material.



FLEXIBLE WORKING ARRANGEMENTS AGREEMENT FORM

EMPLOYEE NAME (last, first, MI) _____

EMPLOYEE ID: _____ DEPARTMENT: _____

EMPLOYEE TITLE: _____

SUPERVISOR NAME: _____

START DATE: _____

END DATE: _____

TYPES OF FLEXIBLE WORKING ARRANGEMENTS

☐ Compensated workweek

Step 1. Indicate type of compensated workweek

☐ I work work day for 4 days with one day of per week

☐ I work work day

☐ I fall off one day or week

☐ I fall off every other week

Step 2. Indicate your schedule

How many hours will you work?

☐ What is your day?

☐ 24

☐ 27

☐ SAT

☐ SUN

☐ Flextime

☐ Flexible start/end times for 8-hour work day

Start time: _____ am/pm

End time: _____ am/pm

☐ Flexible Lunch Period _____

☐ 30 minute lunch ☐ 45 minute lunch

☐ Job sharing

Please note that additional approval and documentation may be required for this option.

What days and hours will you work?

☐ Monday - Hours _____

☐ Wednesday - Hours _____

☐ Friday - Hours _____

☐ Saturday - Hours _____

☐ Sunday - Hours _____

Sharing the job (Employee Name and ID): _____

☐ Telecommuting

Please note that the Telecommuting Agreement Form is also required for this option.

1

8/17/2016

Superfast Cornwall disclaims, to the furthest extent permitted by law, all liability for any direct or indirect loss or damage, howsoever caused, resulting from inaccuracies, errors, whether typographical or otherwise, omissions or out of date information. We use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time.

[illegible]

use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time. It is possible that your employer may already have their own application for flexible working. If they don't, then you can download our example application for and adapt it as necessary. It is important to submit your request in writing. You will find that going through the discipline of filling out an application form will make you think seriously about the issues and help you to build the case that you will make to your employer. Have a look at our example form for employees to apply for flexible working. The document is available in PDF format. Click here to download the example application form If you have any feedback, questions or need more information, email info@superfastcornwall.org All material contained above is for information purposes only. Superfast Cornwall make no representations or warranties as to the accuracy and/or completeness of the material. The user is hereby placed on notice that they should take appropriate precautions to independently verify the material. Superfast Cornwall disclaims, to the furthest extent permitted by law, all liability for any direct or indirect loss or damage, howsoever caused, resulting from inaccuracies, errors, whether typographical or otherwise, omissions or out of date information.

ROCKETLAWYER. Sample

Bright Future Ltd
1000 Main Street
Eastford
EN2 9QB

30 September 2019

Dear John Smith,

Brandy Mills
67 Broomfield Lane
South Croydon
CR2 7PL

FLEXIBLE WORKING APPLICATION

In consultation with my Area Office of Practice for Brandy Mills I would like to submit a statutory request for flexible working.

I currently work full time. Monday to Friday between 9am till 5.30pm. I would like to change this to that I work part time, Monday to Thursday between 9am and 5.30pm. This is a new 11 hour 15min per week working pattern of working pattern and hours.

The impact on my business would be limited.

- In respect of my domestic workload as a result of the flexible working pattern, I suggest the following:

- I will work closely with my manager and colleagues to ensure all tasks are completed on time and during our weekly meeting on Monday we will discuss any issues which may require attention on Friday.

My family would like the new proposed working pattern in preference to 22 September 2019.

I am aware that, as a request to my contracted pattern of the hours of the flexible working request, there will be an automatic right to refuse my request and I will be required to work my current pattern.

I will in my legal representative, I have been employed at our firm 26 weeks and have not made a flexible working request in the last 12 months. I feel such request being made and I look forward to hearing from you.

Yours sincerely,

Brandy Mills

Dear Sir equator

This page gives you examples of requests for flexible working and the considerations that may be made by a manager when dealing with the request.

insert: Today's Date

Dear Insert Employee's name,

Re: Your Flexible Working Request – Failure to Attend Meetings

As you have failed to attend two arranged meetings on Insert Dates, to discuss your Flexible Working Request without providing any reasonable explanation, we are obliged to treat your application as withdrawn.

You are not permitted to make another request for a further twelve months.

Yours sincerely,

Insert: Name of writer and
Company Name

Possible compromise arrangements are suggested. This list is not exhaustive and each response needs to be considered with the individual circumstances. The manager considering this request needs to think about many things including the hours of coverage required on the reception and likely future demand. In this situation, the manager may identify that recently, there has been greater requirement to cover the reception for longer hours so that having someone start early would be beneficial.

However, if the team would like to work for a longer period with the whole team and ask if any other staff could take the place of the staff who are asked to work for a shorter period, then the manager may consider this. There may be many possible outcomes of this situation. A compromise may be reached where the receptionist is asked to consider working from 7.30am to 3.50pm allowing another employee to work from 12 to 8.20pm ensuring that there are two people covering the busiest period during the middle of the day. If the receptionist is not prepared to start at 7.30am and/or there are no members of staff who can work a later shift, the manager may have to reluctantly turn down the request. There are many considerations the manager will need to make including the individual's role, the level of cover required in the office and the hours of cover required each day. In looking at this, the manager may recognise that there has recently been increased demand to support their customers from 8am until 6pm so having someone who works 9.1 hours a day, four days a week will be beneficial in providing a longer period of office cover. However, the requested non-working day will clash with the days off that the part-time staff already have and mean that there is one person covering the reception for the whole day. The manager may consider asking the employee to work a possible 10.5 hours a week, Wednesday or Thursday, to ensure that the reception is covered on the days of Monday or Friday not being covered. The manager receiving this request would need to consider how the workload of the individual could be reduced by 40% to suit the requested work time hours. In doing this, the manager would need to consider the workload of other members of the team, the skills of the advisor and the likely future demand. If the workload could not be distributed amongst other members of the team either because of lack of capacity or lack of the specialist knowledge required, the manager could consider whether it is cost effective to recruit a part-time employee to cover the remaining workload. This may have additional benefits of bringing in new skills to the team. There are many possible outcomes of this situation. If the manager can identify a 20% reduction in workload, they may discuss with the employee the possibility of reducing to 4 days a week rather than 3. If the manager can identify a 40% reduction in workload at some points of the year (for example, when demand is low such as during holiday periods), the manager may discuss with the employee the possibility of an increased hours contract where they work part-time for some of the year. If the manager cannot identify any way to reduce the workload then the lack of resources or without creating undue pressure on other team members, the manager may reluctantly refuse the request. The manager may consider a meeting with this request and discuss the reasons for not being able to provide the requested hours and agree to fill the gap with other staff. A particular issue raised in this example is that both employees have asked to work 3 days a week which equates to more than the full-time role that was advertised. The manager would need to consider the extra costs this would bring and should consider this alongside the benefit of having an increased number of hours dedicated to the role.

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 carer** 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

If the manager believes that a job share arrangement could be beneficial but cannot afford the costs of the post 6 days a week, a compromise may be offered where the employees may be asked to consider working 2.5 days each. In this situation, if the employees are unable to work 2.5 days per week, the manager would need to reluctantly turn down the request to job share. The Head of Discipline/ADE dealing with this request would need to consider a number of things including the total amount of teaching the member of staff is responsible for, the timetable requirements, whether the academic has other responsibilities outside of teaching that require their presence on campus and the teaching capacity of other members of teaching staff in the same discipline. If the member of staff is responsible for a number of teaching hours that only they can teach it is likely to be difficult for the timetable to accommodate this request. If there are additional responsibilities such as seeing tutees outside of lecture times, attending discipline meetings or representing the discipline on open days then the academic lead may find it difficult to accommodate this request as it may impact on the quality of service. A compromise could be discussed which is less restrictive. Alternatively, the request may be refused. The Head of Discipline/ADE could discuss with the member of staff whether they would like to reduce their overall hours to become part-time which could then free up resources to recruit an additional member of staff to cover the remaining teaching. 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 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. [sekalobemidawidetuwopagal.pdf](#) 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. 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.Signed.....Name, 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 (29h).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 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.