**Request for Flexible Working**

**Application Form**

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| Before completing this form, please read the UECS [Flexible Working Policy](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff). |

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| You should download this form and save it on your computer before completing it. |

**Employee Details**

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| --- | --- | --- | --- |
| **Surname:** | Click to enter text | **Forename/s:** | Click to enter text |
| **Department:** | Click to Select | **Employment Start Date:** | Click to enter date |
| **Home telephone (if away from workplace):** | | Click to enter text | |
| **Home email (if away from workplace):** | | Click to enter text | |
| **Have you made a previous request?** | | Click to select | |
| **If yes, date of previous request:** | | Click to enter date | |

**Reason(s) for Request (Optional)**

|  |  |
| --- | --- |
| **Caring Responsibilities:** |  |
| **Returning from Family Leave:** |  |
| **Health or Disability Reasons:** |  |
| **Prepare for Retirement:** |  |
| **Career Break:** |  |
| **Pursue Personal Interests:** |  |
| **Other (please detail):** | Click to enter text |

**Detail if Permanent or Temporary Change**

|  |  |  |  |
| --- | --- | --- | --- |
| **If Permanent:** | | Select start date | |
| **If Temporary:** | Select start date | | Select end date |

**Details of Flexible Working Request**

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| --- | --- |
| **Reduction in Hours:** |  |
| **Compressed Hours:** |  |
| **Annualised Hours:** |  |
| **Term Time Only Working:** |  |
| **Job Share:** |  |
| **Career Break:** |  |
| **Other (please detail):** | Click to enter text |

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| Please provide further detail of your request in the box below, including the working hours and pattern you are seeking. The box will expand as you type. |
|  |

**Employee Signature**

|  |  |  |  |
| --- | --- | --- | --- |
| **Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Signed:** |  | | |
| * Sign the form by either typing your name or uploading a JPEG image of your signature. * Save the form and send it by email to your manager. | | | |

**Manager Decision**

|  |  |  |
| --- | --- | --- |
| **Request Approved or Rejected:** | Click to Select | |
| **If approved, confirm start date:** | Click to enter date | |
| Approval Supporting Comments: | | |
|  | | |
| **If rejected, confirm reasons for rejection below:** | | |
| **Burden of additional costs:** | |  |
| **Inability to reorganise work among existing staff:** | |  |
| **Detrimental impact on quality:** | |  |
| **Insufficient work for the periods the employee has requested to work:** | |  |
| **Detrimental effect on the ability to meet customer demand:** | |  |
| **Inability to recruit additional staff:** | |  |
| **Detrimental impact on performance:** | |  |
| **Planned structural change:** | |  |
| If the original request has been rejected and an alternative arrangement has been proposed and agreed, please provide details below: | | |
|  | | |

**Manager Signature**

|  |  |  |  |
| --- | --- | --- | --- |
| **Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Signed:** |  | | |
| * Sign the form by either typing your name or uploading a JPEG image of your signature. * Save the form and send it by email to [People & Culture](mailto:staffing@essex.ac.uk). | | | |
| * If you have approved the flexible working request, you will also need to complete the [Contract of Employment Change form](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff) and send it by email to [People & Culture](mailto:staffing@essex.ac.uk). | | | |