

FLEXIBLE WORKING APPLICATION FORM

Notes

- **Before completing this form please read UEL's Flexible Employment Policy found at <http://www.uel.ac.uk/hrservices/documents/emhandbook/flexworking.pdf>**
- This form is to be used by staff members with a least 26 weeks continuous service when applying to work flexibly.
- UEL's policy is that managers must seriously consider all applications to work flexibly balancing individual and organisational needs.
- The decision on whether a request for flexible employment is taken by the Dean of School or Director of Service (or nominee), having taken the recommendation of the staff member's line manager into account.
- Staff must provide as much information as they can about their desired working pattern to help their manager consider the request.
- Staff must forward the completed application form to their line manager.
- Line managers have 28 calendar days from the day they receive the application in which to arrange a meeting with the staff member to discuss the application.
- The Dean of School/Director of Service (or nominee) will normally give their decision within 14 days of the meeting.

I confirm that I wish to make a request to change the terms and conditions of my employment:

Name:

Job title:

Line manager:

School/Service

1. Describe your current working pattern (days/hours/times worked):

2. Describe the working pattern you would like to work in future (days/ hours/ times worked):

I would like this working pattern to commence from: (date)

3. Reasons for request in change of working pattern

Please state your reasons for making a request to your current working pattern

4. Impact of the new working pattern

I think this change in my working pattern will affect UEL, students, my school/service, colleagues and myself as follows:

5. Accommodating the new working pattern

I think the effect on UEL, my school/service, colleagues, and myself can be dealt with as follows:

Please forward this application to your line manager

6. Invitation to a flexible working application meeting (to be held within 28 calendar days of receiving the application)

To:

In order to discuss your application for flexible working I would like you to attend a meeting on:

Date:

The purpose of this meeting is to discuss whether and how your request can be met. If you are unable to attend this meeting please let me know as soon as possible to arrange an alternative date.

Line manager's signature:

Please copy this invitation to your staff member.

After the meeting the line manager should forward the form to the Dean of School/Director of Service (or nominee) for a decision, with a recommendation as to whether or not the request should be supported, giving reasons.

7. Accepting or rejecting the application

- The Dean of School/Director of Service (or nominee) will normally write to the staff member with a decision within 14 calendar days following the meeting to discuss the request.
- Section 8a of this form should be completed by the manager when accepting an application to work flexibly or when offering a suitable alternative pattern.
- The change in working pattern will be a permanent change to terms and conditions of employment. Staff members have no right in law to revert to their previous working pattern, though they can make further requests for changes.
- Section 8b of this form should be completed by the manager if the staff member's working pattern cannot be changed, and no other suitable alternatives can be found. Before completing this section, managers must ensure that full consideration has been given to the application. Managers must state the business reasons why they are unable to agree to a new working pattern and the reasons why they apply in these circumstances. The permissible business reasons under which a request may be refused are set out in the UEL Flexible Working Policy, page 11.

8a. Accepting an application to work flexibly

Following receipt of your application and our meeting on:

I have considered your request for a new flexible working pattern.

I am pleased to confirm that I am able to accommodate your application.

I am unable to accommodate your original request. However, I am able to offer the alternative pattern, which we have discussed, and which you agreed would be suitable.

Your new working pattern will be as follows:

Date your new working arrangements will begin from:

Date:

8b. Rejecting an application to work flexibly

Following receipt of your application and our meeting on:

I have considered your request for a new flexible working pattern.

I am sorry but I am unable to accommodate your request for the following business reason(s):

(Managers should explain why any other work patterns that may have been discussed at the meeting are also inappropriate. Continue on a blank sheet if necessary).

Signature of Dean of
School/ Director of
Service (or nominee):

Date:

The staff member has the right to appeal against this outcome by raising a grievance within 21 days of being notified of the line manager's decision. Further requests to work flexibly can only be made 6 months from the date of a previous application.

COMPLETED FORM TO BE RETURNED TO THE STAFF MEMBER AND COPIES SENT TO THE LINE MANAGER AND HR MANAGER.