**Appendix One - Application for flexible working**

Please complete the form below to make your application

**1. Personal Details**

**Name**: Dominic O’Halloran **School/PSG Department:** Student Services

**Date of application:** 30/05/24 **Line Manager:** Iliyan Stefanov

I would like to apply to ~~work a flexible working pattern that is different to my current working pattern. I have not made a request to work flexibly under this right during the past 12 months~~ be updated to a remote worker instead of hybrid.

**2a. Describe your current working pattern (days/hours/times worked):**

(no change to working pattern – just updating to remote worker)

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

(no change to working pattern – just updating to remote worker)

**2c. I would like this working pattern to commence from:**

August

**3. Impact of the new working pattern**

**I think this change in my working pattern will affect my employer and colleagues as follows:**

I am not student-facing and work with data so I do not expect any negative impact at all from this change.

I will still be able to come in occasionally when F2F is absolutely required, Zayn Jaffer (HR) confirmed this expense can be claimed back.

**4. Accommodating the new working pattern**

**I think the effect on my employer and colleagues can be dealt with as follows:**

N/A

***NOW PASS THIS APPLICATION ON TO YOUR LINE MANAGER***

Line Manager: To confirm receipt of this application complete the section below and email (or cut the slip off and return) to your employee:

**Line Managers’ Confirmation of Receipt** (to be completed and returned to employee and copied to Human Resources)

Dear:

I confirm that I received your request to change your work pattern on:

Date:

I shall be arranging a meeting to discuss your application within 28 days following this date. In the meantime, you might want to consider whether you would like a colleague to accompany you to the meeting.