HEYWOOD

STRICTLY PRIVATE & CONFIDENTIAL
Samuel Moulem
DELIVERED VIA EMAIL TO: Samuel.moulem@heywood.co.uk

4 July 2024

Dear Samuel,

Flexible working request | change to working pattern

Following your recent discussion with your people manager, Matthew O'Toole, Principal Developer, regarding your request to change your working pattern, I am writing to confirm this arrangement. Your new compressed hours working pattern is effective from today, 4 July 2024, (the 'Effective Date').

Subject to the above, I am pleased to confirm your new working pattern will be as follows:

Hours of work

Working days	Hours of work	Hours per day/total
Monday, Tuesday and Friday	08:30 – 17:00 per day	7.5 hours per day
Wednesday	08:30 – 19:00	9.5 hours per day
Thursday	13:30 – 19:00	5.5 hours per day
		37.5 hours per week

Holidays

From the Effective Date, to reflect your change to compressed hours, your holidays will be converted and displayed in hours as shown below:

	Holiday entitlement (days)	Holiday entitlement (hours)
Annual leave	21 (25)	157.50 (187.50)
Bank holidays*	7 (8)	52.5 (60)
Total(s)	**28 (33) days**	**210 (247.50) hours**

The above is based on your pro-rated holiday allowance for 2024 based on your start date, 4 March 2024. The figures in brackets are based on a full year's entitlement.

*Should a bank holiday fall on one of your working days it will be automatically deducted from your total holiday allowance.

These new agreed terms represent a permanent variation to your contract of employment.

All other terms and conditions of employment, for clarity this includes your basic annual salary, remain unchanged.

Please e-sign a copy of this letter to signify your acceptance of this change and agreement to the terms detailed within. Upon signing you will be automatically sent a fully signed copy for your records.

Yours sincerely,

Sarah Pugh
Head of People

_____

I, Samuel Moulem, confirm my acceptance and understanding of the above changes to my working pattern:

Signed: *Samuel Moulem*
Samuel Moulem (Jul 5, 2024 08:22 GMT+1)   **Date:** Jul 5, 2024