# Request for flexible working

Before completing this application form, please read the [Flexible Working Requests Policy](https://heywood.atlassian.net/wiki/spaces/AHH/pages/2780463168/Equality+diversity+inclusion+EDI#Flexible-Working).

All employees have the statutory right to request flexible working. You can make two requests in any 12-month period.

| Full name | |  | |
| --- | --- | --- | --- |
| Date of request (dd/mm/yyyy) | |  | |
| Department |  | Team (if applicable e.g., Agile team) |  |

|  |  |
| --- | --- |
| **Previous flexible working requests** | |
| Have you submitted a previous flexible working request? Please circle Yes or No | Yes\* / No |
| \*If Yes, when did you submit your last two requests for flexible working? |  |

|  |  |
| --- | --- |
| Is your request for flexible working related to a disability? | Yes / No |

| I wish to submit a statutory request for flexible working as detailed below. |
| --- |
| Please outline your current pattern of work pattern and what you would like your new working pattern to be. Please include start and end times, working days, and total hours per week. |
| Current  New working pattern request |

|  |  |
| --- | --- |
| I would like the above change(s) to my working pattern to take effect on (specific date): |  |
| I would like the above change(s) to my working pattern to be permanent: | Yes / No\*\* |
| \*\*If No, I would like the above change(s) to my working pattern to be temporary and to end on: |  |

| Once you have submitted a valid application for flexible working, we will contact you to arrange a meeting, which will take place within ten (10) working days of the application being submitted. | | | |
| --- | --- | --- | --- |
| Signature |  | Date signed |  |

**Please email a completed copy of this form to your manager and a member of the People team.**