# Request for flexible working

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

It will help us to deal with your application if you provide as much information as you can about your desired working pattern. It is also important that you complete the questions about the effects that you think the changes you are requesting will have on the business and your colleagues.

We treat personal data collected while managing your flexible working request in accordance with the Company’s [Employee Privacy Notice](https://heywood.atlassian.net/wiki/spaces/AHH/pages/2779807839/Heywood+People+Page).

| Full name | Samuel Moulem | | |
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| Department | Technology | Employment start date | 04/03/2024 |
| Team (if applicable e.g., Agile team name) | Raya | Date of submission | 20/03/2024 |

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| --- | --- |
| Have you submitted a previous flexible working request? Please circle Yes or No | Yes\* / No |
| \*If Yes, when did you submit your last request for flexible working? |  |
| Does your request for flexible working relate 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. For changes to hours of work please include start and end times, working days, and total hours per week. |
| Current  Generally, 08:00-17:00 every day.  New Working Pattern Request  I would work until 18:30 on Wednesdays and Thursdays. |

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| I would like the above change(s) to my working pattern to take effect on (specific date): | 27/03/2024 |
| 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: | 24/05/2024 |

| Please state the effects that you think the change(s) you are requesting will have on the Company’s ability to run its business, on your department and your colleagues etc. |
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| I wouldn’t be available for meetings (remote, in the office, Hive live days) on Thursdays mornings from 9:00 to 12:00.  However, I would have access to my laptop and would be able to receive messages and carry out some work.  Travelling time, before 9:00, would correspond to travelling to the office and arrive by 9:00.  Return travel, from 12:00 to 13:00, would correspond to the lunch break. |
| Please state how you think any such effect(s) might be dealt with. |
| I can work longer hours on Thursdays or/and other days of the week.  I can watch recordings of missed events as well as review transcripts, notes and documentation. |

| Once you have submitted a valid application for flexible working, we will contact you to arrange a meeting, which will take place within 28 days of the application being submitted, to discuss how the pattern of working you have requested might be made to work. If your request is granted, it will mean a permanent change to the terms and conditions of your employment, unless agreed otherwise. | | | |
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| Signature | Samuel Moulem | Date Signed | 20/03/2024 |

**Please send a copy of your completed application form to your people manager.**