

How to Make an Application for Flexible Working

If you would like to work flexibly, here are some tips for making your application:

- Your application should set out clearly the working pattern that you are seeking, and the date from which you would like it to be effective. Include a reference that this is intended to be a formal request under the Flexible Working Policy.
- The application should be sent to your line manager – you may wish to consider having an informal conversation first to let them know you are intending to make an application.
- You can state more than one flexible working pattern if your application – for example, if you would like to work compressed hours but would also considering working part time if that could not be agreed, include this information.
- You don't have to say why you are making the request – flexible working is available to any employee for any reason. If you feel that it is relevant however, you may choose to do so – for example, if you would like to work flexibly because you have a disability it may be useful to explain how the flexible pattern can support you in managing your condition.
- Consider proposing a trial period. This can benefit both parties, especially if the proposed flexible working arrangement hasn't been tried before. The length of a trial period can be agreed between you and your manager – it just needs to be long enough to properly assess if the new arrangements will be effective. Where a trial period is agreed, make sure to have regular dialogue with your manager during the period.
- A flexible working application should include thorough consideration of the potential implications of the request and how any challenges can be overcome. Provide as much information as possible to allay any potential concerns about the proposed arrangement. Consider; how will you keep in touch with colleagues, ensure effective communication and ensure there is no impact upon others? Where there are benefits to the University from the proposal (for example, reduced costs) also include these in the application.