**Flexible Working Application Form (part 1)**

**FW1**

**Please give completed form to your line manager**

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| --- | --- | --- |
| Employee Name: | | |
| Employee Number: | | |
| Job Title: | | |
| Directorate/School Department/Division: | | |
| I have made 1 previous flexible working request in the last 12 months  \*Please note that you can make 2 flexible working requests in a 12-month period. | Yes  No | |
| If you have answered yes to the above, please confirm the date that the request was completed (i.e. a decision confirmed, and any appeal process completed). | Date: | |
| Is this request part of a flexible retirement plan?  If approved, please contact [Pensions@manchester.ac.uk](mailto:Pensions@manchester.ac.uk) as early as possible. | Yes  No | |
| Describe your current working pattern (days/hours/times worked): | | |
| Describe the working pattern you would like to work in future (days/hours/times worked): | | |
| I would like this working pattern to commence from: | | |
| Is there any additional information you wish to provide to support your application? | | |
| Flexible Retirement – if you are over 55, are you considering drawing some of your pension if your flexible working request is agreed? (Please note this will not influence the decision regarding your flexible working request, but will help us to provide you with appropriate information.)  It is your responsibility to contact the Pensions Office to find out if you are eligible and to obtain estimates. If your flexible working request is agreed, you will need to submit an application to obtain your pension.  For details see: [Retirement/Employment Options after age 55](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=12095) | | Yes  No |
| Signature:  Date: | | |

**Flexible Working Application Form (part 2) FW1**

**To be completed by line manager**

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| --- | --- | --- | --- |
| Employee Name: | | | |
| Employee Number: | | | |
| Job Title: | | | |
| Organisational Unit/School: | | | |
| **Flexible working arrangements agreed** (provide full details of new arrangements): | | | |
| Permanent change to contractual terms |  | Start date: | |
| Temporary change to contractual terms |  | Start date: | End date: |
| If temporary, provide explanation: | | | |
| **Managers of Academic and Research Staff Only - In Preparation for Setting the Teaching Timetable.**  **For all academic staff with Teaching, Teaching and Scholarship, or Teaching and Research contracts, as well as Research staff with teaching duties (e.g., those on Fellowship contracts), with a teaching allocation only.**  **It is important to complete and submit the on-line form using the link below regarding the employee’s teaching availability. It is the manager’s responsibility to ensure the currency and accuracy of the employee’s teaching availability is correct.**  <https://forms.office.com/e/msiNV2Lqa6> | | | |
| Manager name (print): | |  | |
| Manager signature: | | Date: | |
| If the flexible working request involves a change that affects their pay (e.g., an increase or decrease in hours), an ECR needs to be submitted, and the form can be attached as supporting evidence in the "reason for the change" field on the ECR system.  However, if the flexible working request only changes their working pattern without impacting their pay, the form just needs to be sent to the P&OD inbox for us to confirm the change in the work pattern.  ***Manager to send completed form to:***   * + Science and Engineering: People.EmploymentServicesFSE@manchester.ac.uk   + Biology, Medicine and Health:[People.EmploymentServicesFBMH@manchester.ac.uk](mailto:People.EmploymentServicesFBMH@manchester.ac.uk)   + Humanities:[People.EmploymentServicesFHUM@manchester.ac.uk](mailto:People.EmploymentServicesFHUM@manchester.ac.uk)   + Professional Services and Cultural Institutions: [People.EmploymentServicesPSCI@manchester.ac.uk](mailto:People.EmploymentServicesPSCI@manchester.ac.uk) | | | |

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| **Flexible working arrangements rejected** | | |
| Reason for rejection section (refer to section 14.3 of the Flexible Working Policy). |  | |
| Explain reasoning: | | |
| Further comments: | | |
| Manager name (print): | | |
| Manager signature: | | Date: |
| ***Manager writes to employee giving full explanation.***  ***Retain this form on file locally.*** | | |