

Flexible Working Application Form (part 1) FW1

Please give completed form to your line manager

Employee Name:	
Employee Number:	
Job Title:	
Organisational Unit/School:	
I have made a previous flexible working request in the last 12 months	Yes <input type="checkbox"/> No <input type="checkbox"/>
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:	
What impact do you think the proposed change would have on the University? How do you feel this impact might be dealt with? <i>Please read the Flexible Working Requests - Guidance Notes for Staff</i>	
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	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:	

Date:

Flexible Working Application Form (part 2) FW1

To be completed by line manager

Employee Name:			
Employee Number:			
Job Title:			
Organisational Unit/School:			
Flexible working arrangements agreed (provide full details of new arrangements):			
Permanent change to contractual terms	<input type="checkbox"/>	Start date:	
Temporary change to contractual terms	<input type="checkbox"/>	Start date:	End date:
If temporary, provide explanation:			
Manager name (print):			
Manager signature:		Date:	
Manager to send this form to your faculty team at People & OD Operations FBMH – people.employmentservicesFBMH@manchester.ac.uk FHUM – people.employmentservicesFHUM@manchester.ac.uk FSE – people.employmentservicesFSE@manchester.ac.uk PS&CI – people.employmentservicesPSCI@manchester.ac.uk People & OD Operations will confirm contractual changes in writing to employee and make necessary changes to payroll and employee record			

Flexible working arrangements rejected	
Reason for rejection section (refer to section 12.3 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.***