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

**FW1**

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

|  |  |  |
| --- | --- | --- |
| 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: | |
| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| 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: | | | |
| Manager name (print): | |  | |
| Manager signature: | | Date: | |
| ***Manager to send this 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   ***The relevant Employment Services Team 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 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.*** | | |