**Request for Flexible Working Application Form**

You should use this form to make an application to work flexibly. There is no automatic right for your request to be granted although your request must be considered seriously under law, within 2 months from the date received.

Before completing this form you should read the Right to Request Flexible Working Scheme (available on [The RCT Source (learningpool.com)](https://rct.learningpool.com/) or Human Resources.)

You should note that a decision on your request can take up to 2 months You should therefore ensure that you submit your application to the appropriate officer well in advance of the date you wish the request to take effect.

It will help the Chief Officer considering your request if you provide as much information as you can about your desired working pattern. It is important that you complete all the questions fully as otherwise your application may not be valid.

When completing sections 3 & 4, think about what effect your change in working pattern will have on both the work you do and on your colleagues. ***Please note that these sections are not compulsory but may assist in the decision making.***

Once you have completed the form you should immediately forward it to the appropriate Chief Officer who will have 28 days after the date your application is received in which to arrange a meeting with you to discuss your request.

If your request is granted, this will be a permanent change to your terms and conditions unless otherwise agreed. You will not be able to revert back to your previous working pattern.

(Please continue on a blank sheet if necessary)

Name; Date:

# Note to employee

1. **Personal Details**

 **Name:**

**Staff or payroll number**

 **National Insurance Number**

**Division**

**Section**

**Manager**

# To the Appropriate Chief Officer

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided in law. This is a Statutory Request for Flexible Working.

I am aware that the Right to Request Flexible Working is a Day 1 employment right and I can confirm that I meet each of the eligibility criteria as follows:

* I have provided details of the change of the terms and conditions of my employment
* I am aware that I am able to submit 2 applications within any 12 month period and I have not made more than 2 applications in the last 12 months. The date of my last request (if applicable) was made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are unable to comply with the above then you do not qualify to make a request to work flexibly in law.

**2a. Describe your current working pattern (day/hours/times worked):**

**2b. Describe the working pattern you would like to work in future (days/hours/times worked):**

(You may continue on a separate sheet if necessary)

2c. I would like this working pattern to commence from:

**Date:**

**3. Impact of the new working pattern**

I think this change in my working pattern will affect my employer and colleagues as follows.

***It is not compulsory to complete this section***:

**4. Accommodating the new working pattern**

I think the effect on my employer and colleagues can be dealt with as follows.

***It is not compulsory to complete this section***:

 :

Name: Date:

# Employer’s Confirmation of Receipt

Dear

I confirm that I received your request to change your work pattern on: Date:

I shall be arranging to meet to discuss your application within 28 days following this date. You may wish to consider whether you would like a colleague or trade union representative to accompany you at the meeting.

From: Date:

The Council is committed to keeping your personal information safe and secure in line with our requirements under the Data Protection Act 2018. Your information will be treated as confidential, but may be shared with relevant Council departments, partner organisations and when required by law. To learn more about how we manage your personal information, please visit our service privacy notice here [www.rctcbc.gov.uk/serviceprivacynotice](http://www.rctcbc.gov.uk/serviceprivacynotice) and the Council’s data protection pages here [www.rctcbc.gov.uk/dataprotection](http://www.rctcbc.gov.uk/dataprotection).