



Confidential
Flexible Working Request Form (FW1)

This form is for use when making a request for flexible working and covers both statutory and non-statutory requests. Please read the University's Flexible Working Policy and Procedures and the Flexible Working Requests Additional Guidelines before submitting your application.

Surname:Forename(s):

Job Title:

School/Directorate:

Manager:

Reason for Request: *The reason for the request will not be a factor in deciding whether or not the request is approved, but will be used for equal opportunities monitoring.*

- Care of dependants Please state your relationship to the dependant.....
- Disability Adjustment Please state the nature of your disability
- Flexible Retirement Please state your pension scheme
- Change Management Please state if your request is in response to Change Management/
restructure proposals
- Other Please give reason for request

Current Working Pattern (days, hours, times worked):

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.....

Describe the working pattern that you would like to work in future
(days, hours, times):

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.....
.....

I would like this working pattern to start on: Date:

NB: *If you are applying for Flexible Retirement the above date MUST allow for the minimum notice period that your Pension Scheme requires otherwise you will be unable to access your pension. Please refer to the Flexible Working Guidance and FAQs for more details and discuss with Payroll BEFORE making a Flexible Retirement application. You should also note that from the point at which HR receive formal notification that your request has been approved, there needs to be a gap of at least 10 weeks (for USS members) or 6 weeks (for LPF members) before the new working pattern can commence.*

If you are making a **non-statutory** request for a **fixed term change** to your working pattern, please also confirm **how long** you wish this arrangement to be in place for:

Impact of the new working pattern

Please state the effects that you think the changes you are requesting will have on the University's ability to run its business, as well as the impact on your department, colleagues, and/or students:

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Please state how you think any such effect/impact can be dealt with:

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*I would like to submit a **statutory request for flexible working** as detailed above. I confirm that I meet the eligibility criteria for making a statutory request and I understand that if my request is granted it will mean a **permanent change** to the terms and conditions of my employment.

If you are making a **statutory request** please answer the following 2 questions:

- Have you submitted a previous request for flexible working? YES/NO
- If YES, when did you submit your last request? :

OR

* I would like to submit a **non-statutory request for flexible working** as detailed above.

**please delete the statement which does not apply*

I confirm that I have read the University's Flexible Working Policy and Procedures and addendum .
NB For applications related to Flexible Retirement, you are also confirming that you have consulted with Payroll)

Signature:

Date:

Please return this form to your Line Manager and forward a copy to Human Resources, Lord Balerno Building.