

# Flexible working request

You should submit this form to your line manager

Before completing the form please read the [flexible working policy and procedure](#).

It will help your manager to consider your request if you provide as much information as you can about your desired working arrangements.

## ABOUT YOU

Name

Job title

Department / section

## YOUR FLEXIBLE WORKING REQUEST

Date of last request

If applicable

Reason for request (tick all that apply)

I have responsibility for the upbringing of a child under 17 or a child under 18 with a disability AND I am the mother, father, adopter, guardian or foster parent OR I am the spouse / partner or civil partner of the above

I am caring for an adult who is my spouse, partner, civil partner, or relative OR who lives at the same address

I am applying for flexible retirement

I would like to request a change of working hours (fte)

I would like to change location and/or my pattern of work within existing hours

I am applying for the following reason:

## YOUR CURRENT WORK ARRANGEMENTS

Describe your current working arrangements (days / hours etc)

Describe your desired working arrangements (days / hours etc)

Detail any issues, problems and benefits that may arise from your proposal with respect to the service and/or your colleagues

How could these be addressed?

If you are applying jointly with others please list their names

Intended start date\*

\*For flexible retirement requests, this is the intended start date of the reduction in hours. Your flexible retirement date will be the day before this date.

## FLEXIBLE RETIREMENT ARRANGEMENTS

You only need to complete this section if you are making a request for flexible retirement

Are you an active member of a pension scheme?      Yes      Name of pension scheme  
No

In accordance with the [flexible working arrangements policy](#) you need to confirm the following:

	Yes	No
Have you submitted this at least six months before the intended change date?		
Are you still under probation?		
Have you worked continuously at the University for 26 weeks?		
Have you made another flexible retirement request in the last 12 months?*		

\*Where you have withdrawn and modified an application for flexible retirement, you may resubmit it within 12 months of the original application

Describe your desired arrangement, include the proportion of your hours and salary you wish to reduce and / or the type / grade of role to which you wish to move

What percentage of your pension benefits available under the pension scheme would you like to take?\*

\*This may be provisional and not binding at this stage but will have to be notified to the relevant pension scheme as part of this application

Signature

Date

**FOR COMPLETION BY LINE MANAGER**

Before completing this form please read the [flexible working policy and the guidelines](#) for managers.

Name

Job title

Please comment on benefits that may be gained by agreeing to the flexible work request

Identify operational, financial, staffing or service- related problems that may arise if approved

Identify ways in which the problems above may be overcome to enable the request

If you believe you cannot overcome the problems identified but have an alternative suggestion for a compromise arrangement give details here

Do you recommend	Yes
approval of the request?	No

Signature

**FOR COMPLETION BY HEAD OF DEPARTMENT**

Request approved                      Yes              No

**If approved complete contract changes below:**

Revised weekly hours    Effective from

Cost code    Effective until

Reason for refusal of request

- Burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficient work during the periods employee proposed to work
- Planned structural changes

Additional details

The following working arrangements have been agreed

Give any reasons for any compromise arrangements reached

Commencement date    Trial period                      Yes              No

Length of trial period

Review to be held on

Name

Signature

Date

**What to do next:**

- Forward to HR Services at [hr-enquiries@york.ac.uk](mailto:hr-enquiries@york.ac.uk)

**HR SERVICES ONLY**

## HR actions

Revised contract hours - confirmation letter, copy to Finance and Payroll and update Resourcelink

Flexible retirement request - refer to Pensions team. If approved produce confirmation letter, copy to Finance and Payroll and update Resourcelink

No change to working hours - file

Not approved - file