



## Flexible Working Application Form

1. Personal Details
Name:
Job Title:
School/Department:

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. I confirm that I meet the appropriate eligibility criteria as follows:

- I am an employee of the University.
- I have not made more than two requests to work flexibly under this right during the last 12 months.

If you are not sure whether you meet any of the criteria, please contact the HR Department who will be happy to assist.

If you are unable to meet all the above criteria, then you are not eligible to make a request to work flexibly in law. This does not mean that the University will not consider your request, you should discuss your request with your Dean of School/Head of Department.

Please refer to the [Flexible Working Scheme](#) before completing this form.

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

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

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

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

I think this change in my working pattern will affect the University and my colleagues as follows:

#### **4. Optional - Accommodating the new working pattern**

I think the effect on the University and my colleagues can be dealt with as follows:

**Name:**

**Signature:**

**Date:**

**Pass one copy of this application to your Dean/Head of Department and one copy should be sent to the Human Resources Department.**

<b>5. Outcome of the Application</b> <b>To be completed by the Dean of School/Head of Department</b>		
Application	approved	rejected
Agreed new working hours/pattern (if applicable):		
Date this new arrangement will commence (if applicable):		
Reason for rejection (if applicable):		
The burden of additional costs is unacceptable to the organisation		
An inability to re-organise work amongst existing staff		
An inability to recruit additional staff		
The employer considers the change will have a detrimental effect on quality		
The employer considers the change will have a detrimental effect on the business' ability to meet customer demand		
Detrimental impact on performance		
There is insufficient work during the periods the employee proposes to work		
Planned structural changes, for example, where the employer intends to reorganise or change the business and considers the flexible working changes may not fit with these plans		
Please provide details:		

**Name:**

**Signature:**

**Date:**

When section 5 is completed, a copy of the full application form should be sent to the Human Resources Department. You can email the [HRInbox@rgu.ac.uk](mailto:HRInbox@rgu.ac.uk).