**Flexible Working Request Form**

**Personal Details**

Name:

Title: Staff or payroll number:

Line Manager:

I would like to make a statutory flexible working request.

|  |
| --- |
| **Details of this request** |
| Provide full details of your current working pattern:Provide full details of the new working pattern you are requesting: |
| When would you like the new arrangement to start (date)? |
| Are you requesting a permanent or a temporary change?  |
| If temporary, when would you like the arrangement to end? |
| Are you interested in undertaking a trial period? |

|  |
| --- |
| **Details of previous requests** |
| Provide dates of any previous request/s you have made to work flexibly under this right: |

Signed (employee): Date: