Flexible working request form (PD28)

This form is to be used to request flexible working arrangements. Employees who wish to apply for an Annual Teaching Restriction should use the [Annual Teaching Restrictions Application form](http://www.exeter.ac.uk/staff/employment/leave/flexibleworking/staff/academics/teachingrestrictions).

Please ensure you have **read the guidance in the** [Flexible Working Toolkit](http://www.exeter.ac.uk/flexibleworking) before making a flexible working request.

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| **Name** | Click here to enter text. |
| **Job title** | Click here to enter text. |
| **College/Service** | Click here to enter text. |
| **Employee number** | Click here to enter text. |
| **University start date** | Click here to enter text. |
| **Dates of any previous request to work flexibly (if any)** | Click here to enter text. |

**I would like to apply to work in a flexible way that is different to my current arrangements.**

**Describe your current working arrangements (days/hours/times/location worked including any existing flexible arrangements):**

Click here to enter text.

**Describe the working arrangements you would like to work in future (days/hours/times/location worked):**

Click here to enter text.

**Give reasons for your request, ensuring you have stated if you are making the request in relation to the Equality Act 2010, for example, as a reasonable adjustment for a disability:**

Click here to enter text.

**Is this a temporary request? If so state the time period:**

Click here to enter text.

**What date would you like this working arrangement to start?**

Click here to enter text.

**Impact of the new working arrangements on the organisation, your colleagues and students/customers (it is recommended you discuss your request informally with your line manager and colleagues first)**

Describe how you think this change in your working arrangements will impact the college/service, students/customers, your line manager and/or colleagues:

Click here to enter text.

**Accommodating the new working arrangements**

Describe how you think the effects of this on college/service, students/customers, line manager and/or colleagues might be dealt with:

Click here to enter text.

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| Homeworking  If you are applying to work from home for all or part of your working week, please read the homeworking guidance [insert link] and complete the following additional questions.  I have completed and attach a Homeworking Health & Safety risk assessment  The result of my risk assessment was Red\*/Amber\*\*/Green  \*Please note, we cannot approve homeworking for Red risk assessments.  \*\*If you have an Amber risk assessment, your application can progress but if your homeworking request is approved in principle, you will need to discuss your risk assessment with an Occupational Health Advisor who may make recommendations to reduce your risk. You are responsible for adjusting your home environment and any costs this may incur.  **Technology**  What equipment do you currently have access to in order to enable homeworking? Please state whether it is University owned or personal.  Click here to enter text.  Would you require any additional technological kit? If yes, please provide details.  Click here to enter text. |

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| **Employee declaration**  I confirm that:   * if this is my first request to work flexibly in the last 12 months, this request is being made under the [statutory right](https://www.gov.uk/flexible-working/overview) in the Employment Rights Act 1996 and the Children and Families Act 2014 to request flexible working * the information is accurate * I acknowledge that the University may refuse my request on reasonable operational grounds | | | |
| Staff Member signature | Click here to enter text. | Date | Click here to enter text. |
| Attachment to an email will constitute signatory authorisation | | | |

**Once you have completed this form you must submit it to the relevant** [College or Service nominee](http://www.exeter.ac.uk/staff/employment/leave/flexibleworking/staff/requesting/decisions)**, your line manager and a copy to your** [HR Business Partner](http://www.exeter.ac.uk/staff/employment/abouthr/contact/businesspartners/)**. If you have not received a receipt of your request within 14 days please contact your HRBP.**