Aston University

APPLICATION FOR FLEXIBLE WORKING

Staff Member Full Name:	
Job Title:	
School/Department:	
Line Manager:	
Tel No:	

I would like to apply to work a flexible working pattern that is different to my current working pattern and I confirm I meet the one of the following eligibility criteria*:

I have responsibility for the upbringing of either:

[ ] A child up to the age of 16 or

[ ] A disabled child under 18.

I am:

[ ] The mother, father, adopter, guardian, special guardian or foster parent of the child; or

[ ] Married to, or the partner or civil partner of, the child's mother, father, adopter, guardian, special guardian or foster parent.

I am making this request to help me care for the child.

Or

I am, or expect to be

[ ] caring for an adult.

I am:

[ ] The spouse, partner, civil partner or relative of the adult in need of care; or

[ ] Not the spouse, partner, civil partner or relative of that adult, but live at the same address.

I am making this request to help me care for the adult in need of care.

Or

Other (please state the reason for your flexible working request)

* *Please tick as appropriate*

[ ] I have worked continuously as an employee of Aston University for the last 26 weeks.

[ ] I have not made a request to work flexibly under this right during the past 12 months.

My current working pattern is:

In the future I would like to work the following working pattern:

I would like this new working pattern to commence with effect from: _____ (date)

Impact of the New Working Pattern
I think this change in my working pattern will affect my employer and colleagues as follows:

Accommodating the New Working Pattern
I think the effect on my employer and colleagues can be dealt with as follows:

Signature: _____Date: _____

Please pass this completed application to your Executive Dean/Head of Department, with a copy to your HR Advisor. A meeting to discuss your request will normally be arranged within 28 days of its receipt.