

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 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

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.