This form should be used to make an application to apply for a flexible working option. The details you provide will help your Manager to consider your request. You can make up to 2 applications to work flexibly in any 12 month period. You must receive an outcome within 2 months of your application. **Please complete this form and pass it to your manager.**

* If your application is being agreed in full, your manager does not need to meet with you.
* If your manager wishes to discuss your application further or is unable to agree to it in full, your manager should arrange a consultation meeting with you to discuss your request as soon as possible and within 14 days of receipt of your application. You can bring a representative to this meeting.
* Your manager will provide you with a written response to your request advising you of the decision within 14 days of the meeting or 28 days of your application.

|  |  |
| --- | --- |
| Name: | Employee Number: |
| Service: | Job Title: |
| Manager’s Name: | Manager’s Job Title: |

Describe your current working pattern

|  |
| --- |
| Hours per week: |
| Working Pattern: |

I am applying for (choose one):

|  |  |
| --- | --- |
|  | Part time |
|  | Jobshare |
|  | Annualised hours |
|  | Compressed hours |
|  | Career break: Specify Duration of career break |

Describe your requested working pattern

|  |  |  |
| --- | --- | --- |
| Hours per week: | | |
| Working Pattern: | | |
| I would like this arrangement to start from: | | |
| End date (career break only): | | |
|  | | |
| **Confirmation of eligibility and other arrangements** | | |
| I confirm that: | | |
|  | I have 2 years continuous service with the Council (Career Break Only) | |
|  | I have not made a request to work flexibly in the past 12 months (if you have, please state the date the application was made)  Date of previous application: | |
| Signed | |  |
| Date | |  |

**Record of Decision** (Line Manager to complete)

|  |  |
| --- | --- |
| Date of meeting with employee: |  |
| Date letter sent to employee with outcome (within 14 days of the meeting or 28 days of the application) |  |
|  | |
| **Application Accepted** |  |
| Date new working pattern will start |  |
| Date of review (if applicable) |  |
|  | |
| **Application Rejected** |  |
| Reason for rejection: | You must choose one of the following: |
|  | Burden of additional costs |
|  | Inability to reorganise work with existing employees |
|  | Inability to recruit additional employees |
|  | Detrimental impact on quality |
|  | Detrimental impact on performance |
|  | Detrimental impact to meet customer demand |
|  | Insufficiency of work when employee proposes to work |
|  | Planned structural changes |
|  | |
| Name |  |
| Signature |  |
| Date |  |

**Next Steps**

* Line manager to advise employee of outcome in writing within 14 days of the consultation meeting.

**Approved applications:**

* Line Manager to send this completed form to [**staffing.recruitment@falkirk.gov.uk**](mailto:staffing.recruitment@falkirk.gov.uk)who will upload the application form to MyView, complete the notification of change form on HR Forms Plus on your behalf and issue the contract amendment letter to the employee.

**Rejected applications**

* Line Manager to upload the application form and outcome letter to MyView.

Privacy Statement

* The Council processes your information in accordance with data protection legislation.
* We use this for processing your application for flexible working and keep it for 7 years after you leave unless your post requires a PVG membership where we keep it for 25 years after you leave
* We also use this for monitoring and recording purposes
* You can find full details here [www.falkirk.gov.uk/privacy](http://www.falkirk.gov.uk/privacy)