



OWLS Academy Trust

Employee Application for Flexible Working

Application Process

Employees may wish to discuss their interest in a change of working pattern informally with their manager. Where such a change can be agreed, the process and timescales detailed below do not necessarily need to be followed. In this situation, the manager will however still need to issue the employee with a variation to contract letter.

To formally request a change of working arrangements under the statutory scheme, an employee should provide the following information in writing, using the Flexible Working Application Form.

- The date of the application being submitted and that it is an application under the statutory right to request flexible working;
- The change in working arrangements they are seeking (including whether the change is requested on a permanent or temporary basis);
- The date on which the employee would like the proposed change to become effective;
- What effect the employee thinks the new working pattern might have on the School/College/Academy and how in their opinion this might be dealt with;
- Whether the request is in relation to the Equality Act 2010 (e.g. as a reasonable adjustment for a disability);
- Whether a previous flexible working application has been made by the employee and, if so, when.

The application should be submitted to the Head Teacher/ Principal or other delegated person. A copy should be placed on the employee's personal file.



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Flexible Working Application Form

Name:	
Job Title:	

Note to Applicant:

To qualify to apply for a more flexible pattern of work under the statutory right to request you must, at the time the application is made:

- Have been continuously employed for at least 26 weeks (agency employees are not eligible to apply);
- Not have submitted an application to work flexibly within the previous 12 months;

Are you making this request under the statutory right to request flexible working? YES/NO

I would like to apply for a flexible working pattern that is different from my current working pattern. I am submitting this request for the following reason:

(Please continue on a separate sheet of paper if necessary)

Describe your current working pattern (days/hours/times worked):

Describe the working pattern you would like to work in future



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(days/hours/times worked):

I would like to commence the new working pattern on:

Date of last flexible working request:

Impact of the new working pattern

I think this change in my working pattern will affect the Academy and my colleagues as follows:

(Please continue on a separate sheet of paper if necessary)

Accommodating the new working pattern

I think the effect on the Academy and my colleagues can be dealt with as follows:

(Please continue on separate sheet of paper if necessary)

I understand that, if agreed, this request will result in a permanent change to my terms and conditions of employment unless agreed otherwise.

Signed:	
Date:	



Oadby Wigston Leicestershire Schools Academy Trust

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**ONCE COMPLETED PLEASE PASS THIS APPLICATION TO THE
EXECUTIVE HEADTEACHER**