



Flexible working application form 2009

From	To (line manager & Service manager)
Post title	Date

I would like to apply to work a flexible working pattern that is different to my current working pattern.

I confirm I meet each of the eligibility criteria as follows:

- I have worked continuously as an employee of SCDC for the last 26 weeks.
- I have not made a request to work flexibly during the past 12 months

I am making this request for the following reason (* delete reasons not applicable)

1. *to help me care for a child.
2. *to help me look after a dependent
3. *for reasons other than 1 or 2 above

If '3' please give reason for application

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1a. My current working pattern (days/hours/times worked):

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1b. The working pattern I would like to work in future (days/hours/times worked):

1c. I would like this working pattern to commence from:

2. Impact of the new working pattern

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

3. Accommodating the new working pattern

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

Copies to Line manager

Service manager

HR team