# FORM FWA: STATUTORY FLEXIBLE WORKING APPLICATION FORM

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| Note to the employee Use this form to make a statutory application to work flexibly for any reason under the University’s procedures. This form is not required when using the informal flexible working scheme to informally agree a flexible working arrangement with your manager, which can be agreed to at any time.  Provide as much information as you can about your desired working pattern.  Once all sections of the form are completed, send this form to your Head of Administration and Finance or equivalent, and keep a copy for your own records. You are encouraged to copy your manager and departmental HR contact (where applicable) into this email, for information.  Your Head of Administration and Finance or equivalent will then have two calendar weeks after the date that your application is received in which to arrange a meeting with you to discuss your request. If the request is granted, this will be a permanent change to your terms and conditions unless otherwise agreed. |

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| Note to Head of Administration and Finance or equivalent This is a statutory application for flexible working and there is a duty on the University to consider applications seriously. Confirm receipt of this application using the attached confirmation slip as soon as possible.  You have two calendar weeks from the date that you receive this application in which to arrange a meeting with your employee to discuss their request. If the request can be accepted without requiring any further discussion, then you do not have to arrange a meeting and can issue form B (statutory flexible working application acceptance form) to the employee. Following the meeting, issue either form B or C available at [Flexible working – formal scheme | HR Support (ox.ac.uk)](https://hr.admin.ox.ac.uk/flexible-working-formal-scheme), depending on whether the request has been accepted or declined. |

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| **1. Personal Details**  Name: ……………………………………………………………………………….  Department: ………………………………………………………………………….  Head of Administration and Finance (or equivalent): ……………………………………………………….. |

**To the Head of Administration and Finance (or equivalent)**

I would like to apply, under the University’s statutory flexible working procedures, for a working pattern that is different to my current working pattern. I confirm that I have not made more than one previous statutory request to work flexibly within the past 12 months (up to two requests can be made within a 12 month period).

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| **2a**. **Describe your current working pattern (days/hours/times/place you work):** |

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| **2b**. **Describe the working pattern you would like to work in the future (days/hours/times/place you work):**  (If there are alternative potential flexible working options you would consider, if your preferred pattern cannot be accommodated, you can also set these out here, and these will be discussed when you meet to discuss your application; continue on a separate sheet if necessary) |
| **2c**. **I would like this working pattern to commence from:**  Date: ………………………………………………………………………. |

**Name**………………………………………………………………………………………..

**Date** …………………………………………………………………………………………..

**Confirmation of receipt of application form**

**To be sent by the Head of Administration and Finance or equivalent**

Dear [name of employee],

I confirm that I received your request to change your working pattern on [insert date].

I can confirm that I will give serious consideration to your request and I shall arrange a meeting to discuss your application within two weeks of the above date. In the meantime you might want to consider whether you would like a trade union representative, or a friend or colleague from within the University, to accompany you at the meeting. If you are going to be accompanied, it would be helpful if you could let me know as soon as possible so that I may make the necessary arrangements.

Yours sincerely,