

### FLEXIBLE WORKING APPLICATION FORM

This application form should be used by an employee seeking approval from their Line Manager to work more flexibly on a regular basis (which may include seeking alternative arrangements in respect of working hours, work timings, and/ or place of work).

Please refer to the Flexible Working Guidelines and the Working Remotely from Home Policy for more information.

<b>Employee Details</b>	
Employee Name	
Employee Role	
Line Manager	
Application Date	
Do you have at least 26 weeks' service?	
Have you submitted a previous flexible working application? If so, please confirm the date.	

**1. Please set out below your current working pattern (include full detail of FTE, working days, times, place of work, etc)**

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**2. Please set out below the proposed changes that you are seeking in as much detail as possible?**

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**3. When would you like the changes to come into effect?**

**5. Please outline the impact that you think that the changes may have on the University.**

You may wish to consider how the changes may potentially impact upon:

- Capacity and Workload;
- Individual Performance;
- Student Experience and / or Customer Service;
- Quality Standards;
- School / Service Delivery and Organisational Performance;
- Colleagues and Stakeholders;
- Cost Implications;
- Potential Risks and / or Benefits.

**6. Please explain how you think the University could address the issues raised above.**

**7. Next Steps**

This completed application form should be sent to your Line Manager and copied to [HR@bolton.ac.uk](mailto:HR@bolton.ac.uk) Your line manager will discuss the application form with their HR Business Partner and will contact you to arrange a meeting to discuss the request within 28 days of your application. Please note that whilst your Line Manager will aim to be as flexible as possible, the business needs of the University will always be the primary determining factor when considering whether or not to grant approval.

