[DATE]

Dear

Flexible working request

I would like to apply under section 80F of the Employment Rights Act 1996 to work a flexible working pattern that is different to my current working pattern.

I confirm that I am eligible to make a flexible working request because I have worked continuously as an employee of [NAME OF UNIVERSITY OR COLLEGE] for the last 26 weeks. I have worked in [NAME OF DEPARTMENT/FACULTY] as [JOB TITLE] since [ENTER DATE] and my employee payroll reference number is [ENTER PAYROLL REFERENCE NUMBER]. I have not made a request to work flexibly during the past 12 months.

I have not exercised my statutory right to request flexible working during the past 12 months or,  
I have previously exercised my right for flexible working on [ENTER DATE AND BASIC DETAILS OF THE PREVIOUS REQUEST]

I am making this request for the following reason: ***Include whichever of the following statements applies to you and delete the other options – feel free to add if these statements do not apply***

* I have / expect to have parental responsibility for the upbringing of a child aged up to and including 18 including a disabled child
* I am married to / the partner of the mother / father / adopter / guardian / special guardian / foster parent of the child
* I have been granted a residence order in respect of the child
* I am / expect to be caring for an adult and I am the spouse / partner / civil partner /relative living

at the same address as the adult.

* I am making this request to help me care for the adult.

***Include the statement that applies to you below and delete the rest***

I have previously made a request to work flexibly on [ENTER DATE AND REASON FOR THAT APPLICATION] or;  
I have never made a request to work flexibly.

My current working pattern is\*  
Place of work [ ] Hours of work [ ] Days of work [ ] Times of work [ ]

I would like to propose the following\*  
Place of work [ ] Hours of work [ ] Days of work [ ] Times of work [ ]

I think this change in my working pattern will affect [NAME OF UNIVERSITY OR COLLEGE] and my colleagues as follows: [ENTER HERE THE POTENTIAL IMPACT OF THE CHANGE ON YOUR IMMEDIATE COLLEAGUES, DEPARTMENT/FACULTY ETC]

Yours sincerely