**FORM FW (A)**

**Statutory right to request flexible working Flexible working application form.**

You are eligible to make a request for flexible working from the first day of employment with Carmarthenshire County Council. If you are uncertain whether you are eligible to make a request, please read the Flexible Working Policy and/or speak to your manager. You can make two formal requests in any 12-month period.

The statutory period for considering and deciding on a flexible working request, including an appeal, is two months from receipt of a valid application, unless an extension is mutually agreed between you and your manager. Both parties, must endeavour to conclude this process within the prescribed timescale.

1. **Personal Details**

Name: Employee Number:

 Address:

 Manager:

 Start date with Carmarthenshire County Council:

 Have you submitted a previous request for flexible working and/or predictable working? Yes No

 If yes to the above, when did you submit your last request?

 Are you a disabled person whose request for flexible working is related to your disability?

Yes No

 **2a. Describe your current working pattern (days/hours/times worked):**

**2b. Describe the working pattern you would like to work in the future (days/hours/times requested):**

|  |  |
| --- | --- |
| **2c.**  | **I would like this working pattern to commence on the following date:** |

Once you have submitted a valid application for flexible working, your manager will contact you to either arrange a meeting to discuss your application further or inform you that your request has been granted. A meeting should take place to discuss your application.

If your request is granted, it will mean a permanent change to the terms and conditions of your employment.

Signature: Date:

**Please pass this request to your line manager.**