If you wish to make a flexible working request, please complete this form, and submit it to your line manager for consideration.

If you are approaching pension age, we strongly encourage you to seek independent financial advice before making any decisions regarding reducing your hours of work.

If you want to apply for flexible retirement, please use the [Flexible Retirement Form](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=14b0bd470fea5e00cbb585ece1050e9a&sysparm_category=c543a7bbdb91ef00f81bee71ca961908&catalog_id=-1) instead.

Changes to flexible working rights came into effect on 6 April 2024, a summary of these can be found on the [HR website](https://www.southampton.ac.uk/hr/services/flexible-working-explained/index.page).

1. **YOUR DETAILS**

|  |  |
| --- | --- |
| Full name: |  |
| Employee number: |  |
| Job title: |  |
| School/Service: |  |

1. **REASON FOR APPLICATION**

I would like to apply for a flexible working pattern that differs from my current working pattern, as per the University’s [Flexible Working Policy](https://www.secureapps.soton.ac.uk/PublicProxy/files.aspx?f=https%3A%2F%2Fintranet.soton.ac.uk%2Fsites%2Fhr%2Fuser-services%2FHow%2520to%2FPolicy%2520-%2520Flexible%2520working.pdf).

|  |  |
| --- | --- |
| Number flexible working requests made in the last 12 months: |  |
| Current working pattern: | Days/hours/times worked |
| Proposed new working pattern: | Days/hours/times worked |
| Proposed start date of new working pattern: |  |
| Reason for proposed change: |
|  |

1. **APPROVAL**

**HEAD OF SCHOOL/SERVICE & DEAN (if applicable)**

|  |  |
| --- | --- |
| Application approved: | Yes/No |
| Reasons for decision: |
|  |
| If yes, summary of any arrangements agreed: |
|  |
| Name of Head of School/Service: |  |
| Signature of Head of School/Service: |  |
| Date: |  |
| Name of Dean: | Leave blank if not applicable |
| Signature of Dean: | Leave blank if not applicable |
| Date: | Leave blank if not applicable |

1. **RETURN TO**

If your request is for a change to your hours of work and/or work pattern, please send your approved application form to HR by attaching it to the [Change to Working Hours or Pattern Request](https://sotonproduction.service-now.com/serviceportal?sys_id=dcfd98e40f7d8a00cbb585ece1050ee5&view=sp&id=serviceline_sc_catalog&table=sc_catalog) on the Service Portal.