

APPLICATION FOR FLEXIBLE WORKING

This application should be submitted to your Line Manager for approval at least 3 months prior to the anticipated start date.

East Dunbartonshire Council processes personal data in accordance with the General Data Protection Regulations (EU 2016/679), the Data Protection Act 2018 and all other relevant national data protection laws.

Your personal data will be processed in accordance with the council's privacy notice for employees which is available at: <https://www.eastdunbarton.gov.uk/council/privacy-notices>.

Section A - Employee details

Full name

Post title

National Insurance Number

Email

Telephone

Section B - Flexible working application details – to be completed by employee

Proposed effective date

Please state reason for request.

Please state hours per week and work pattern you wish to adopt and the effect this will have on your duties.

Completed by

Date application submitted:

Section C - Flexible working application details – to be completed by line manager

Please state if you support this application. Yes No

Please confirm the effect this request will have on your service and how the request can be supported.

If the request cannot be supported please state reasons.

Please confirm approved working pattern. If employee is working on a rota basis, please email a copy of revised rota with this form.

Continued overleaf

Section C - Flexible working application details – to be completed by line manager (*continued*)

If approval is being granted on a temporary basis please provide temporary end date

Line manager name

Post title

Date

Date Reviewed by HR Case Adviser:

HR Case Adviser Name

HR Case Adviser Notes (if required)

If application approved, please forward this form to your Executive Officer.

Section D – to be completed by Executive Officer

Executive Officer in support of application:

Yes No

If this request cannot be supported please state why

Executive Officer name

Date

If application approved please forward this form to Employee Services: servicesupport@eastdunbarton.gov.uk

Please do not submit a Change of Details form.