

ANGUS COUNCIL
Application for Flexible Working

*Before completing this form, please ensure you have read
[Personnel Advisory Bulletin No. 48 - Flexible Working](#)*

Employee Details:

First Name:			Surname:	
Job Title:			Workplace:	
Directorate:			Service Area:	
Pay No.:			Pay Grade:	
Contact Work Tel No:			Work Email Address:	
Have you made any previous flexible working requests in the last 12 months?				YES <input type="checkbox"/> / NO <input type="checkbox"/>
If yes, when?				Date(s):
Do you identify yourself as a carer?				YES <input type="checkbox"/> / NO <input type="checkbox"/>
Is your application being made as part of a Flexible Retirement or Phased Retirement Application?				YES <input type="checkbox"/> / NO <input type="checkbox"/>

Current Working Arrangements

Please provide information about your current working arrangements – days worked, hours of work, any temporary arrangements, and timescales, etc.

Proposed Working Arrangements

What work pattern are you requesting, please specify?

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Start Date

When would you like the new work pattern to start?	Date:
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Duration

Requests made and accepted will, unless otherwise agreed, be a permanent change to your contractual terms and conditions. Are you requesting flexible working as a permanent change?	YES / NO
If not, when would you like the temporary flexible working arrangement to cease?	Date:

Any other information

Please use this space to provide any other relevant information to help us consider your request.

Data Protection

When managing an employee's flexible working request, the council processes personal data collected in accordance with its data protection policy, human resources data protection policy and employee privacy notice. Data collected from the point at which the council receives a flexible working request is held securely and is accessed by, processed by, and disclosed to, individuals only for the purposes of managing the request for flexible working. Further information can be found at Employee Matters - [Human Resources – Data Protection](#) or contact [Human Resources](#).

Please sign, date, and pass this form to your manager:

Employee signed:		Date:	
Manager's name:			
Manager signed:		Date:	

To be filled by manager:

Request accepted: Yes / No (please indicate)

If request is accepted, have you submitted a PF02 or teaching payroll sheet to HREESERV@angus.gov.uk: Yes / No (please indicate)

If request is not accepted, please state why not:

Please send completed form to HREESERV@angus.gov.uk

Managers must issue, as stated under Step 3 under the Policy, the decision in writing using either [Approval of Flexible Working Application](#) **OR** [Refusal of Flexible Working Application](#).

If any changes are required to be processed, i.e., change of hours, a PF02 or teaching payroll sheet needs to be submitted to HREESERV@angus.gov.uk for actioning. Staffing Section will record the outcome of the request for the Equally Safe at Work commitment and place these in the employee's personal file.

For requests where the outcome is an agreed temporary change working arrangements, in addition to emailing these on to HREESERV@angus.gov.uk, we would advise managers to store these locally for when the arrangement ends, as there may have a need to be reviewed it.