



## Annex A: Request to work flexibly form

Name:

Staff or payroll number:

Manager:

I confirm that I have worked continuously as an employee of the LSE for the last 26 weeks and I have not made a request to work flexibly under this right during the last 12 months.

I am aware that it may take up to 14 weeks to consider a request before it can be implemented and possibly longer where difficulties arise so, I am submitting my request to my manager well in advance of the date I wish the request to take effect.

Tick as appropriate:

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- I am applying to work flexibly under the right provided in law to help eligible employees care for their children. I have read the Guidance on the right to request flexible working on the DTI's website, and checked that I am eligible to make a request.
- I have responsibility for the upbringing of (please tick as appropriate):
  - ☐ either, a child under 17
  - ☐ or, a disabled child under 18.
- I am (please tick as appropriate):
  - ☐ either, the mother, father, adopter, guardian, special guardian or foster parent of the child
  - ☐ or, married to, or the partner or civil partner of, the child's mother, father, adopter, guardian, special guardian or foster parent.
- I am making this request to help me care for the child.

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- I am applying to work flexibly under the right provided in law to help eligible employees care for an adult. I have read the Guidance on the right to request flexible working on the DTI's website, and checked that I am eligible to make a request.
- I am, or expect to be, caring for an adult.
- I am (please tick as appropriate):
  - ☐ either, the spouse, partner, civil partner or relative of the adult in need of care
  - ☐ or, not the spouse, partner, civil partner or relative of that adult, but live at the same address.
- I am making this request to help me care for the adult in need of care.

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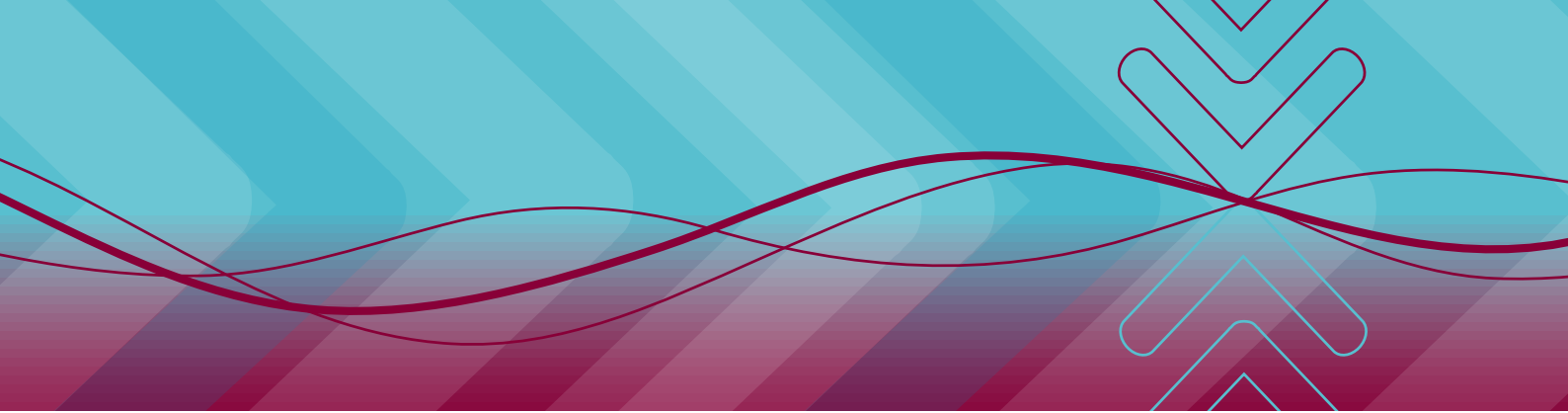
- I don't have a right provided under section 80F of the Employment Rights Act 1996. However, I would like to apply to work a flexible working pattern that is different to my current working pattern.

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- I am a member of Academic/Research Staff and accept that the terms and conditions of my employment require me to reside within a radius of 30 miles of the School.

**What are your current working arrangements (days/hours/times worked)?**

**What are the working arrangements that you would ideally like to change to?**



**When would you like the proposed arrangement to start?**

**What do you think would be the impact on your manager and colleagues?**

**What do you think would be the impact on the people to whom you provide a service?**

**What do you think would be the impact on your job?**

Potential advantages	Potential disadvantages

**How do you think any difficulties might be overcome? What would you need to do differently?**

**Do you have any flexibility on the days / hours / location (that would limit the impact on your job?**

If the application is for homeworking or remote working what arrangement could you put in place to secure storage, maintenance and housekeeping of personal data? Have you completed the Homeworking Risk Assessment, which is available from the Health and Safety Unit? ☐ YES ☐ NO

**Date and signature:**