**FLEXIBLE WORKING HOURS APPLICATION FORM**

Employees interested in availing of flexible working hours should have an initial discussion with their line manager to assess suitability of their role for flexible working. Following this discussion, employees can fill out this application form for approval in accordance with the Flexible Working Hours Procedure. Please refer to the Flexible Working Hours Procedure.

**Flexible working follows the following guidelines:**

* Full time employees must start before 10.00 and must not finish before 16:00.
* One hour lunch remains.
* Approval from manager before commencing new approach.
* Employees must request approval for any change in schedule.
* Flexible working hours available up to 31 December 2024.

**Section 1-3 - To be completed by Employee**

1. **Personal Details**

|  |  |
| --- | --- |
| **Name of Employee** |  |
| **Employee ID number** |  |
| **FTE** |  |
| **Division/Department** |  |
| **Division/Department Head** |  |

1. **Flexible Working Hours**

|  |  |
| --- | --- |
| **Details of flexible working hours arrangements** |  |
| **Commencement Date** |  |
| **End Date**  ***(Please note that Flexible Working Hours is only available up to 31 December 2024)*** |  |

1. **Conditions & Authorisation for change**

I understand that managers can revert all Flexible Working Hours arrangements back to normal 09.00 to 17.00 schedule by giving 4 week’s notice. Flexible Working Hours aims to provide greater flexibility to employees but may not always be possible**.**

|  |  |
| --- | --- |
| **Employee - Signature** |  |
| **Date** |  |

**Section 4 - To be completed by Line Manager**

1. **Conditions & Authorisation for change**

|  |  |
| --- | --- |
| **Approval Yes/No** |  |
| **If approval is refused please give reason** |  |
| **Line Manager - Name** |  |
| **Line Manager - Signature** |  |
| **Date** |  |

**Line Manager to return completed and signed form to Employee and also to Compensations and Benefits Section, Human Resources Division at**

**CompandBens@ul.ie**

**For HR office use only:**

Confirmation of receipt: Date: \_\_\_\_\_\_\_\_\_\_\_\_ Initials: .