## Flexible Working Request Template Letter

[Your Name]

Address line 1

Address line 2

Postcode

[Recipient’s Name]

Address line 1

Address line 2

Postcode

Date

Dear [insert name]

### REQUEST FOR FLEXIBLE WORK

Flexible working makes a positive contribution to the workplace and helps to recruit, retain and motivate teachers. As an eligible teacher at [XXXXX] school/college I would like to make a statutory request for flexible working.

If returning from a period of leave:

I am due to return from my period of leave on [XXX].

### OR

I have previously taken a period of leave on [XXX], and I am responsible for the upbringing of my child and would like to request an amendment to my working pattern to better accommodate such responsibilities.

I have not previously made a request for flexible working under section 80F Employment Rights Act 1996.

### OR

I have previously made a request for flexible working under section 80F Employment Rights Act 1996 on [Date].

My current working pattern is [insert details of your current working pattern here, e.g. ‘Full-time teacher Monday to Friday’].

Under my request for flexible working, I would like my new working pattern to be [insert details of your new working pattern here, e.g. ‘3 days a week’].

[insert any additional details or reasons behind your request as appropriate,

e.g. *‘By agreeing to my request, I would be able to pursue a training course that is not available outside of normal working hours’*].

I would like the new working pattern to come into force on [date] [specify if this is for a set period of time, i.e. six months, otherwise the change is a permanent change to your terms and conditions].

### If appropriate, add the following:

Please note that my request is being made in relation to the Equality Act 2010[[1]](#footnote-1)[insert appropriate reasoning, such as a reasonable adjustment for: age; disability[[2]](#footnote-2); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation].

Yours sincerely

[insert name]

1. While there is no requirement to do so, the Acas guidance suggests that employees should state if their request is made in relation to the Equality Act as it may help the school/college understand your application if they appreciate the reasons behind it. [↑](#footnote-ref-1)
2. If you are seeking a request for flexible working as part of a reasonable adjustment for a disability, your school/college must consider this in line with its legal obligations under the Equality Act 2010, including making reasonable adjustments to remove any disadvantage related to your disability. The legal obligation to make reasonable adjustments is **separate** to the legal obligation to consider a request for flexible working. [↑](#footnote-ref-2)