**FORM FWH: STATUTORY FLEXIBLE WORKING APPLICATION AGREEMENT TO A TRIAL PERIOD**

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| **Note to the Head of Administration and Finance or equivalent**  Use the following text as an email template when agreeing to a trial period of a potential change to an individual’s working pattern made as part of a statutory flexible working application. |

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| Dear [Insert name]  We recently met to discuss your flexible working application. In order to determine whether we are able to agree to your request to work [describe pattern] on a permanent basis we propose a trial period of this working arrangement. This trial period will begin on [insert start date] and end on [insert end date].  This change in [working hours/working pattern/place of work/other] is a temporary change to your terms and conditions. At the end of the trial period, if it is determined that the flexible working application cannot be agreed, you will return to your previous [working hours/working pattern/place of work/other]. In the event that your request can be agreed at the end of the trial period you will be issued with a contractual change letter setting out the permanent change to your terms and conditions of employment. Should it not be possible to agree a permanent change we will endeavour to give you sufficient notice in order for you to make any necessary arrangement to revert to your previous working pattern.  Please note that this trial period will effectively pause the timescales, as published in the University’s guidance for agreement of a flexible working request. In the event that we are unable to agree to your flexible working you will have 2 weeks in which to submit an appeal; further information on the process is available on the University’s webpages under [Flexible working – formal scheme | HR Support (ox.ac.uk)](https://hr.admin.ox.ac.uk/flexible-working-formal-scheme#tab-3332836).  Kind regards |