|  |  |
| --- | --- |
| **Employee** | **Line Manager** |
| Name: | Name: |
| Job title: | Job title: |

Further to our meeting on ……………………………………..we have agreed the following change to the employee’s working hours/arrangements.

|  |  |
| --- | --- |
| **Change to total number of hours worked per week** | |
| Current hours of work as stated in contract (FTE[[1]](#footnote-1)) |  |
| Agreed new FTE |  |

And/or

|  |  |
| --- | --- |
| **Change to working pattern** | |
| Current pattern of working hours |  |
| Agreed change to working hours |  |

|  |  |  |
| --- | --- | --- |
| **Date of effect** | | |
| New working arrangement to be effective from | | *[date]* |
| Change to end on (or note if the change is to be permanent) | | *Permanent change or note end date* |
| Reason for request  (eg caring, childcare, course of study, other (*NB employees are not obliged to give reason*) |  | |
| Impact on team (*where applicable*) and measures to be taken to mitigate impact |  | |

The above changes have been agreed by:

………………………………………………………………………… ……………………………………………………………………….  
(employee) (line manager)

Once completed and signed form the form should be passed to departmental HR team/contact for change to be actioned in CoreHR and contract amendment to be raised, where appropriate.

1. FTE Full-time equivalent. for support staff FT hours are 36.5 hours p/w, for academic-related staff are, notionally, 37.5 hours p/e. PT hours are expressed as a percentage based on these FT totals. [↑](#footnote-ref-1)