



Application Form for Part-Time Working Scheme

Employees intending to apply for Part-Time Working are advised to read the policy closely before submitting this application to their Head of School/Unit for approval. The complete application form must be sent to Employee Relations, HR a minimum of **3 months prior** to commencement of leave.

***Please note ALL FIELDS are Mandatory**

Part 1 Applicant Details

Name: _____

Staff ID: _____

Contact No.: _____

Unit/School: _____

Grade: _____

Part 2 Details of Leave

Part-time working is a temporary arrangement of not less than 1 year and not more than 2 years, which may be extended on a permanent basis by applying at least 3 months prior to the expiry date of the arrangement.

Period of Part-Time Working:

Start Date: _____

End Date: _____

Purpose of part-time working arrangement:

Please detail your preferred part-time working arrangement (hours/days per week):

Please note that under the Haddington Road Agreement 2013, no work pattern may be less than 50% of full-time working hours.



'I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THE PART-TIME WORKING POLICY'

Signed: _____
Employee

Date: _____

Signed: _____
Head of School/Unit **PRINT NAME**

Date: _____

Approved: _____
Employee Relations Manager

Date: _____