PCC/PARISH LOGO

ADDRESS

Employee Name

Employee Address

Date

Dear Name

**Flexible Working Application Decision**

Following on from today’s meeting with Line Manager name, with regard to discussing your flexible working application, I am pleased to confirm that we have agreed to reduce your hours to XX per week with effect from XX/XX/XXX. This will be on a trial basis for 3/6 months, ending on [DATE]. We would like to arrange for a 3 month review with you and Line Manager name, on [DATE], to discuss how your new hours are working for both you and the PCC/Parish.

At the end of the 3/6 month period, we will make a decision whether to make this a permanent change to your contract. I will be in touch to organise a meeting, shortly before the end of this period in order to make a final decision.

It is important for you to note that the six month trial is to enable both you and your Line Manager to see if this arrangement is working for both of you, before we can both make a decision whether this arrangement can work on a permanent basis.

During the next 3/6 months, please note the following:

• Your working hours will be XX hours per week, usually Working Pattern, but can be different depending on Business needs.

• Your pay will be reduced to £XX,XXX.XX per annum during this period, starting on DATE

• Your holiday entitlement will be pro rata for the period from Start Date to End date of trial period due to your reduction in hours. Therefore your total holiday entitlement for the whole of this leave year is now [X] hours, inclusive of your entitlement to bank holidays.

Please sign and return one copy of this letter to me for your personnel file.

If you have any queries about the content of this letter, please let me know.

Yours sincerely

Name

**Job Title**

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I confirm that I agree to the changes outlined in the letter above, and understand that this is for a 3/6 month trial period, at which point a decision will be made about whether to make this arrangement permanent.

Signed:

Date: