





# Flexible Working at LSE

## 2. Making a formal request

**REQUIRES ROBOTO FONT**

Please install Roboto via  
the Software Centre

 ABCDE abcdef	 ABCDE abcdefg
--	---

*This section takes the employee through completing and submitting the formal Flexible Working Request Form. It is recommended that the employee first reads **1. Informal flexible working** which includes many of the basic things to consider for any flexible working request.*

### Completing the form

You can normally only make one formal request every twelve months, so it's worth spending some time thinking about the sort of arrangement which will work best for you. Of course, you'll want to make sure that you include any benefits that you think your proposed arrangement will have for your role and the team. You should also consider the likely implications of your request if it is approved, especially the impact on your colleagues. If you can identify any potentially disruptive implications of what you're proposing, include some suggestions for minimising that disruption.

Complete the form as fully as possible to show that you have thought about the implications of what you are asking for. Try to be specific about your particular circumstances so that your manager understands the context of your request. And remember that it will help your request if you make it as far in advance as possible of when you would like the arrangement to start.

It's also worth keeping in mind that you can ask for more than one type of flexible working at the same time. For example, you could ask for a reduction of your overall weekly hours alongside a change to your daily hours of work. If you are requesting more than one type of flexible working at the same time, you only need to complete one request form, making sure that you consider and address all of the relevant implications of your proposed work pattern. Your manager will consider the combination of flexible working types as a single request.

### When you've completed the form

Once you are satisfied that you have provided enough details about your request, simply send the form to your manager. Your manager will let you know within 14 days that they've received the form – they then have 28 days to consider the request (which may involve taking advice from HR), and make a decision.

### What happens next

If you've already discussed this at length with your manager, they may be able to approve your request without much further discussion. Usually, though, your manager will arrange a formal meeting so that you can discuss the request in more detail and what its practical implications might be. You can find out more about how the formal meeting works in the next section - **3. Considering a formal request.**



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

HR

The London School of Economics  
and Political Science  
Houghton Street  
London WC2A 2AE

**Email:** [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk)

**Telephone:** +44 (0)20 7955 0000

**[lse.ac.uk/HR](https://lse.ac.uk/HR)**



The information in this brochure can be made available in alternative formats,  
on request. Please contact: [humanresources@lse.ac.uk](mailto:humanresources@lse.ac.uk)

The London School of Economics and Political Science is a School of the University of London.  
It is a charity and is incorporated in England as a company limited by guarantee under the Companies Acts  
(Reg no 70527).

The School seeks to ensure that people are treated equitably, regardless of age, disability, race, nationality,  
ethnic or national origin, gender, religion, sexual orientation or personal circumstances.

Design: LSE Design Unit ([lse.ac.uk/designunit](https://lse.ac.uk/designunit))  
Photography: Nigel Stead, LSE School Photographer.