

Application to amend written statement of employment

Please ensure you have read the settled hours guidelines before completing this form

Employee personal details	
Name.....	Date.....
Email address:	
Department/Team/Service.....	
Line Manager.....	

Manager personal details	
Name.....	Date.....
Email address:	
Job Title	
Department/Team/Service.....	

Employee to complete						
I am requesting an amendment to my contract of employment for the following reasons (please tick those that are relevant):						
<input type="checkbox"/>	Hours of work					
<input type="checkbox"/>	Place of work					
Details of requested change, and effective date						
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Reason(s) for application (you must include details of the regular hours you have worked over the past 6 months, or if the place you have worked over the past 6 months)						
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Manager to complete

I have considered this request and authorise the change. Yes No

If you have selected no, please confirm the reason(s) that apply:

- the changes you have proposed do not reflect the employer's record of your working pattern
- approving and implementing the proposed changes would have significant detrimental impact on the employer's business performance
- there is likely to be a change to the work pattern within 4 weeks of submitting the request
- the contract is due to end within 4 weeks of the request being submitted.

Line manager signature: _____

Date: _____

Manager section

Has the employee made any applications to amend their written statement of employment in the past 12 months?

- Yes
- No

Have you approved or declined the application?

- Approved
- Declined

Please note, there are 4 reasons an application can be declined, the reasons are:

1. the requested changes do not reflect the employee's work pattern
2. to make such an amendment would have a serious detrimental effect on the performance of the employer's business
3. the employer believes that the employee's work pattern will change within 4 weeks of the date on which the request is made
4. the employee's contract is due to end within 4 weeks of the day on which the request is made

If declined, please provide your reasoning

If you are approving this request, the employee must be provided with a revision to their contract of employment within 4 calendar weeks of approval. Changes can be made on the connect people system.