*This form may be used to record an informal agreement about a change to an employee’s place of work for part of their working hours, or to minor changes to their pattern of working hours. Applications to work wholly remotely or for a substantial change to working hours (i.e. compressed hours not covered by the NDM NWW policy, reduced hours, or to work outside of ‘standard’ office hours, such as evenings and weekends) should be made through the* [*formal flexible working process*](https://hr.admin.ox.ac.uk/flexible-working-employee-guide) *and recorded as a contractual change.*

|  |  |
| --- | --- |
| **Employee’s name:** | Click to enter text |
| **Job title:** | Click to enter text |
| **Line Manager:** | Click to enter text |

Further to our meeting on Click to enter a date we have agreed the following informal working arrangements.

|  |  |  |
| --- | --- | --- |
| **Agreed change to working arrangements** | | **Notes (including hours / days and location of remote working)** |
| Previous working arrangements (optional) | Select from list | Click to enter text |
| Agreed change to working pattern/location | Select from list | Click to enter text |

|  |  |  |
| --- | --- | --- |
| **Date of effect** | | |
| New informal working arrangement to be effective from | | Click to enter a date |
| If new informal working arrangement is to be subject to trial period, note the date that the trial period will end | | Click to enter a date |
| If there is to be a trial period, record the agreed measures that will be used to assess whether it has been a success | Click to enter text | |

The above changes are not a contractual change, but instead constitute an informal arrangement, agreed by:

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

Once completed and signed, this form should be passed to departmental HR team/contact for filing.

HR teams are asked to keep a record of the types of flexible working agreed for report in the annual HR audit of departments.

A copy should be given to the employee.