*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, 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.