

**TIMewise TOOL:
PREPARING
YOUR FLEXIBLE
WORK REQUEST**

Timewise Tool: Preparing your flexible work request

This template is designed to help you have a meaningful conversation with your manager with a thought through plan about how you'd like flexible working to work.

It is not meant as a script, but a series of prompts to guide your thinking and help shape a formal request if you need to make one.

Step 1: Identifying your needs and the business benefits



What changes are you hoping to make to create a more flexible working pattern?



In what ways could these be beneficial to your school (including colleagues and pupils)?

Step 2: Overcoming potential objections



What concerns do you anticipate your manager might have?



What solutions could you offer to allay these concerns? What solutions could you put in place to overcome these?

Step 3: Being flexible in return

In what ways can you be flexible about your flexibility?



Are there times at which you cannot be flexible (your non-negotiables)?



Is there any support could you enlist from others to cover these?



How will you make sure you don't miss critical information when you are not working?

Step 4: Setting up regular reviews

How often will you revisit your new arrangement, with your manager?



How long do you think you would need in order to test it adequately?



Is there anyone already working in a similar way who you could learn from or get advice from?



Timewise's mission is to create healthy, equitable and inclusive workplaces for all by widening access to good quality, flexible work. We are the UK's leading experts on job design and we tackle barriers to change with both policymakers and employers. Through our research, we evidence the need for good flexible and predictable work to boost the living standards of low and middle earners. We believe good flexible jobs enable employees to gain increased autonomy and control over how much, when or where they work. Through our programmes, we trial practical solutions and scale these through consultancy and campaigns.

If you would like more information on this guide or to work with us, please email: info@timewise.co.uk.