|  |  |  |
| --- | --- | --- |
| Work Schedule Change Form  (No Hours Change) | | |
| **Guidance** | | |
| This form is for line managers to request a change to a work schedule when the employee **is not** changing their contractual working hours. The form is for informal arrangements only. When a contractual amendment is required, please follow the process outlined in the [Flexible Working Policy.](https://www.ed.ac.uk/human-resources/policies-guidance/a-to-z-of-policies-and-guidance)  Work Schedules must be kept up to date in People and Money and every assignment must hold a work schedule. Further information is available in the [Guidance to Work Schedules](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides). The [Work Schedule Calculator](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) will assist you in generating this.  The form MUST include an effective date of change. This is to ensure the work schedule starts from the correct day (especially when the schedule runs over two or more weeks). **To submit this form, please raise a Service request >Interim Form>Work Schedule change (no hours change), attaching this form.** | | |
| **Section 1: Employee’s details** | | |
| Employee Name: | |  |
| Assignment Number: | |  |
| Department/School: | |  |
| College/Professional Services Group: | |  |
| Start Date of change (dd/mm/yyyy): | | Click or tap to enter a date. |
| End Date of Change (dd/mm/yyyy) (if temporary change; if permanent leave blank) | | Click or tap to enter a date. |
| New Work Schedule:  (paste Work Schedule format here from [Work Schedule Calculator](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) e.g. 35\_7days\_S0M7T7W7T7F7S0) | |  |
| Reason for Revised Work Schedule: | | |
| **Section 2: Line Manager Approval** | | |
| Line Manager Name: |  | |
| Signature: |  | |
| Job Title: |  | |
| Date (dd/mm/yyyy): | Click or tap to enter a date. | |