Oracle Fusion
Employee Guide
## How to apply for flexible working

You can request to have your normal working hours reduced on a temporary or permanent basis. To do this you are required to complete a flexible working application. This application would need to be approved by your line manager before it comes to Personnel to process. You can download the Flexible Working request form from the intranet (PER/FW/5/17) or you can ask your manager for a form.

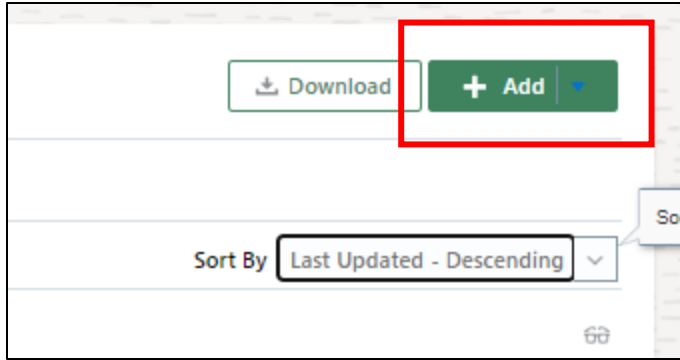Once you have completed the form you need to send your request via Oracle Fusion for approval.

On Oracle Fusion click "Me" then "Personal Information".
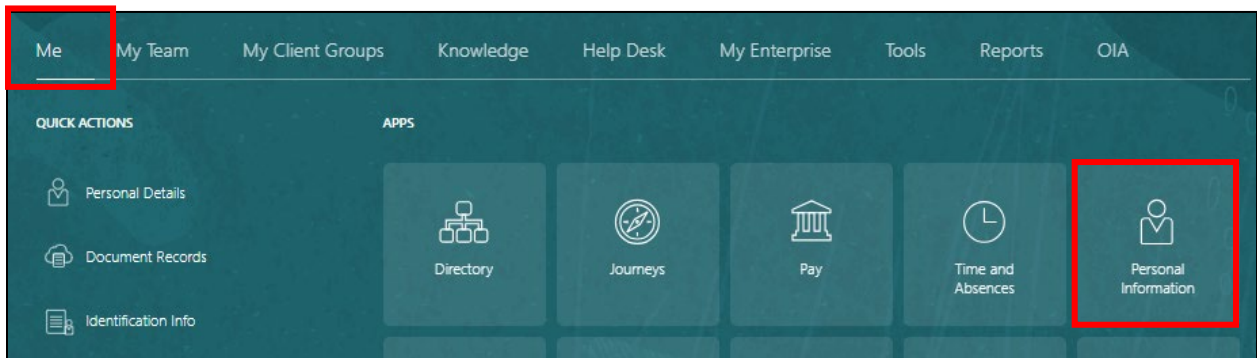
Click on "Document Records".
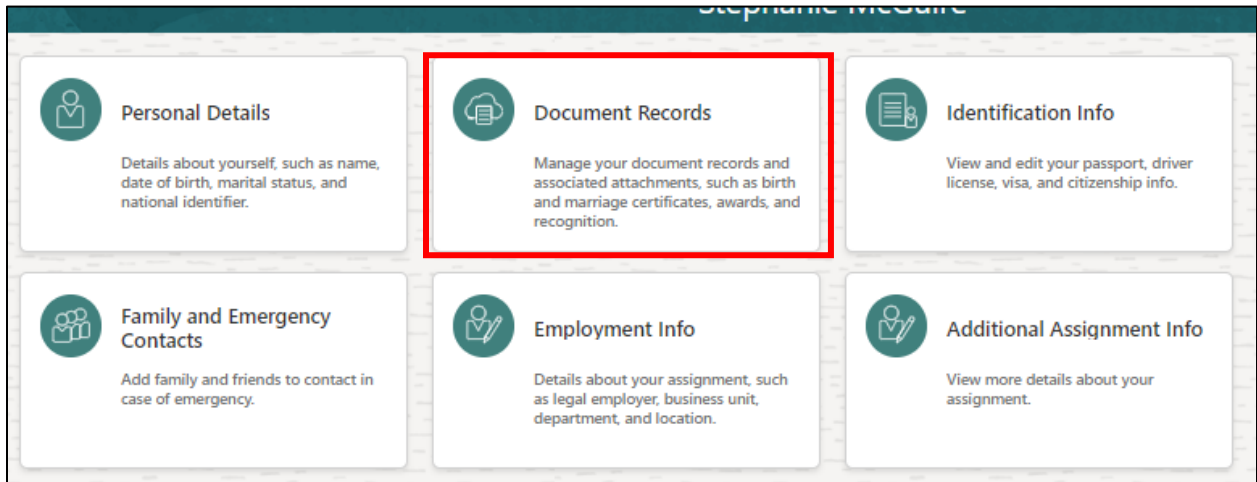
Click "Add".

Select "Change of Hours"

Fill out the relevant information and attach the completed flexible working form.

Document Details

*Document Type
SLC Change of Hours

Category
Employment

Country
United Kingdom

Description
Application form for Change of Hours/Flexible Working

*Name
Stephanie McGuire - Flexible Working Request

Issuing Comments

Issued On
30-May-2024

*Application Type
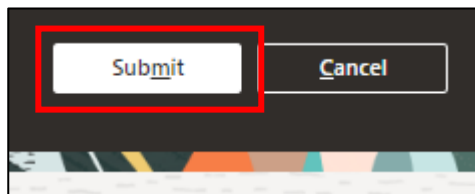Flexible Working

Please attach relevant application form

Attachments

Drag files here or click to add attachment
Add File
Add Link

Stephanie McGuire - Flexible Working Request - July 2024 (TEST).docx (12.87 KB)   By Stephanie McGuire on 30-May-2024 11:23 AM

Submit   Cancel

Once complete click "Submit".

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.