

**SCHOOL PLANNING & IMPROVEMENT
EDUCATION, PEOPLE AND BUSINESS**

East Dunbartonshire Council
Kirkintilloch Campus
50 Southbank Road
Kirkintilloch
G66 1NH

Our Ref:
If phoning or calling ask for: Gavin Haire
Tel: 0141 578 8268
e:mail: Gavin.Haire@eastdunbarton.gov.uk

Date:

Dear ,

REQUEST TO JOB SHARE

I refer to your request to job share and write to advise you that, following consideration, I am unable to grant your request for the following reasons:

- (insert details)

I would like to invite you to meet with me on **(insert date)** at **(insert time)** in **(insert place)** when we can discuss, in more detail, why your request has not been granted and explore other forms of flexible working (e.g., part-time) which we may be able to accommodate.

You may choose to be accompanied to this meeting by a co-worker or a trade union official. It is your responsibility to make such arrangements.

Please confirm receipt of this letter and indicate if you will be able to attend the meeting.

Yours sincerely,

Gavin Haire
School Planning & Improvement Manager