

25 Manor Orchard
Harbury
Leamington Spa
Warwickshire
CV33 9LZ

30 January 2024

Dear Martin.

I am writing to you to request flexible working to coincide with my wife's return to work after maternity leave. This is a statutory request, and I can confirm I have not made any such requests previously.

As discussed with John last week, I would like to reduce my working hours from 40 hours per week (Monday to Friday) to 32 hours per week, working full days (8:00AM to 4:30PM) on Monday, Tuesday, Thursday and Friday, and providing childcare for my daughter on Wednesdays. Ideally, I would like this new working pattern to begin the week commencing 1 April 2024.

Due to my proven commitment and conscientious nature, I am confident this arrangement will allow me to continue contributing significantly to the goals of JMS, while not having an adverse effect on the productivity of the machine shop. This would be, I believe, a small change for the company, but one that will provide important practical and financial advantages for me and my family while supporting a work/life balance that will positively impact my daughter's upbringing.

If you could please advise me on the next steps in regard to this request, including any relevant specific alterations to entitlements etc., it would be greatly appreciated, or if you have any questions I am happy to discuss the matter further.

Yours sincerely,



Sam Chimes.