

Staff Parking Permit Line Manager Letter to Confirm Unsocial Hours SP2



Part 1 To be completed by the member of Staff/Applicant

Dear Line Manager,

Re: Confirmation of contract to work unsocial hours and inaccessibility of public transport as a means of travelling to work

Having read the University's parking policy, as a University member of staff I have decided to submit a parking permit application for the 2015/16 permit year (5th January to 31st July 2016).

I believe I am eligible to apply for a parking permit under category SP-C.03, unsocial hours, which is set out below.

SP-C.03	Unsocial hours	Unavailability of public transport to support the applicant's contractual obligations to work between the hours of 8pm and 6am (Monday to Friday). Grades A to I inclusive only
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To meet criterion SP-C.03 I am required to obtain a signed letter from my line manager confirming the following:

- My University contract specifies that I need to work between the hours of 8pm and 6am.
- My salary grade is Grade A to I.
- I have checked that due to my home location and my contracted hours of work that I am unable to travel to the University by public transport at the times that I am expected to start work.

I would therefore be grateful if you could complete and sign Part 2 of this letter and return both parts to me for submission with my parking permit application form.

Yours sincerely,

Signature

Date

Printed Name of Applicant

If this letter has been electronically completed please tick to confirm that the type written signature above is a legal representation of your signature.

Part 2 To be completed by the Line Manager

Name of Applicant	<input type="text"/>
Applicants job title	<input type="text"/>
Department name *	<input type="text"/>
Division	<input type="text"/>

I can confirm that the named applicant is contracted to work between the hours of 8.00 p.m. and 6.00 a.m.
(Monday to Friday)

I can confirm that the named applicant's job role is defined between the Grades A to I inclusive.

I have verified that due to the applicant's home location and contracted hours of work that it is not possible for the applicant to use public transport to travel to work.

I acknowledge that if the applicant is not awarded a parking permit that they will not be able to park in University car parks and will need to identify an alternative way of travelling to work.

Signature of applicant's line manager

**Printed Name
of applicant's
line manager**

Date

If this letter has been electronically completed please tick to confirm that the type written signature above is a legal representation of your signature

* For the purposes of the parking policy, a department is defined as including departments, divisions, faculties, business units or individual teams.