|  |  |
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| **Enw** |  |
|  |  |
| **Rhif Cyflogres** |  |
|  |  |
| **Teitl Swydd** |  |
|  |  |
| **Adran** |  |
|  |  |
| **Pennaeth Adran** |  |

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| **A ydych rhanddeiliad fisa Haen 2 neu Haen 5? (ticiwch un)** | | **Ydw** | | |  |
| **Nac ydw** | | |  |
| **Adran A**  Hoffwn wneud cais i weithio oriau hyblyg sy’n wahanol i fy mhatrwm gwaith arferol. Rwy’n cadarnhau fy mod i’n cwrdd â’r meini prawf canlynol: | | | | | | | |
| 1. Rwy’n aelod o staff Prifysgol Aberystwyth (PA) ac | | |  |  | | | Ydw |
| wedi gweithio i’r Brifysgol yn barhaus am 26 wythnos | | |  |  | | | Nac ydw |
| o ddyddiad y cais. | | |  |  | | |  |
|  | | |  |  | | |  |
| 2. Rwy’n weithiwr asiantaeth | | |  |  | | | Ydw |
|  | | |  |  | | | Nac ydw |
|  | | |  |  | | |  |
| 3. Nid wyf wedi gwneud cais i weithio oriau hyblyg o dan | | |  |  | | | Do |
| y polisi yn ystod y 12 mis diwethaf. | | |  |  | | | Naddo |
|  | | |  |  | | |  |
| **Adran B** | | |  |  | | |  |
| A yw’r cais yn seiliedig ar y Ddeddf Cydraddoldeb, e.e. fel addasiad rhesymol ar gyfer anabledd? | | |  |  | | | Ydw |
|  | | |  |  | | | Nac ydw |
|  | | |  |  | | |  |
| **Adran C** | | |  |  | | |  |
| Disgrifiwch eich patrwm gwaith presennol (dyddiau/oriau/amseroedd gan gynnwys seibiannau) | | | | | | | |
| Rhaglen waith:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Dechrau | Diwedd | Dechrau | Diwedd | | **Llun** |  |  |  |  | | **Mawrth** |  |  |  |  | | **Mercher** |  |  |  |  | | **Iau** |  |  |  |  | | **Gwener** |  |  |  |  | | **Sadwrn** |  |  |  |  | | **Sul** |  |  |  |  | | | | | | | | |
|  | | | | | | | |
| Disgrifiwch eich patrwm gwaith newdd arfaethedig (dyddiau/oriau/amseroedd gan gynnwys seibiannau) | | | | | | | |
| Rhaglen waith:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Dechrau | Diwedd | Dechrau | Diwedd | | **Llun** |  |  |  |  | | **Mawrth** |  |  |  |  | | **Mercher** |  |  |  |  | | **Iau** |  |  |  |  | | **Gwener** |  |  |  |  | | **Sadwrn** |  |  |  |  | | **Sul** |  |  |  |  | | | | | | | | |
|  | | | | | | | |
| Beth yw’r dyddiad cychwyn eich patrwm gwaith arfaethedig? | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Rhowch disgrifiad o’r effaith eich patrwm gwaith arfaethedig ar eich adran, y Brifysgol a’ch cydweithwyr. | | | | | | | |
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|  | | | | | | | |
| Disgrifiwch ddullau lliniaru’r effaith eich patrwm gwaith arfaethedig ar eich adran, y Brifysgol a’ch cydweithwyr. | | | | | | | |
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| Sylwadau Ychwanegol/Gwybodaeth  Parhewch ar dudalen ychwanegol os oes angen, sicrhewch bod unrhyw atodiad yn cael ei atodi yn gadarn. | | | | | | | |
|  | | | | | | | |
|  |  | | | | |  | |
| Llofnod Cyflogai |  | | | | | Dyddiad | |

This Flexible Working Request Form should be completed in full, ensuring that it is signed and dated. It should then be sent to the relevant Head of Department, and then on to hr@aber.ac.uk. A copy should be kept by the employee.

**Adran D – I’w gwblhau gan Gyfarwyddwr y Cyfadran neu Bennaeth Gwasanaeth Broffesiynol**

**\*\*NODER: ANFONIR Y PENDERFYNIAD AT YR YMGEISYDD YN UNIONGYRCHOL GAN ADNODDAU DYNOL.\*\***

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| **Cymeradwyd Cais Gweithio’n Hyblyg?** | **Do** |  | **Llofnod:** |
| neu | | |
| **Naddo** | * Rhowch resymeg y gwrthod yn y tabl isod. | |

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| **If the Flexible Working Request is not supported, please refer to the list below and mark relevant reason(s) with an ‘X’ and type comments in the space provided below. This is to ensure that reasons provided are in line with current legislation and our policy. For more information please go to ;** <https://www.aber.ac.uk/en/hr/policy-and-procedure/flexiblework/> |

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|  | **Baich costau ychwanegol.** |
|  | Sylwadau: |
|  | **Effaith niweidiol ar y gallu cyflawni anghenion cwsmer.** |
|  | Sylwadau: |
|  | **Anallu neilltuo gwaith ymhlith y staff presennol.** |
|  | Sylwadau: |
|  | **Anallu recriwtio staff ychwanegol.** |
|  | Sylwadau: |
|  | **Effaith niweidiol ar safon o waith.** |
|  | Sylwadau: |
|  | **Effaith niweidiol ar berfformiad.** |
|  | Sylwadau: |
|  | **Prinder gwaith yn ystod y cofnodau gwaith arfaethedig.** |
|  | Sylwadau: |
|  | **Newidiadau strwythuriol arfaethedig** |
|  | Sylwadau: |

**\* Ar ôl gwblhau’r adran hon, rhowch dyddiad a’ch llofnod isod wedyn anfon y ffurflen at Adnoddau Dynol.**

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| Llofnod Cyfarwyddwr y Cyfadran / Pennaeth Gwasanaeth Broffesiynol | Dyddiad: |
| Sylwadau Ychwanegol: | |

**Adran E – I’w gwblhau gan Cyfarwyddwr Adnoddau Dynol a Datblygu Sefydliadaol neu Bennaeth Gwasanaethau Adnoddau Dynol**

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| **Cymeradwyd Cais Gweithio’n Hyblyg** |  |
| **Na Chymeradwyd Cais Gweithio’n Hyblyg** |  |

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| Llofnod Cyfarwyddwr Adnoddau Dynol | Dyddiad: |
| Sylwadau Ychwanegol: | |