

Form

Form Name:	Flexible Working Arranements Application Form
Updated:	September 2019
Endorsed By:	Directors
Form Code:	FORM004

01. FORM

This form is for employees to apply for *Flexible Working Arrangements*.

There is no absolute right or entitlement to make a change in contractual obligations. The hours, location and frequency of flexible working arrangements must be agreed with the employee's manager or director.

02. SCOPE

If you wish to request flexible working arrangements then you may wish to use this letter as a template to submit your request to your employer.

This template has been colour coded to assist you to complete it accurately. You simply need to replace the red < > writing with what applies to your situation.

Before filling out this letter, you are advised to read the preceding guidance in *"POL003 – Flexible Working Arrangements Policy"*

Employee's are encouraged to refer to the *"Fair Work Act – Flexible Working Arrangements"* for further information and rules for flexible arrangements:

<https://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements>

03. REQUEST FOR FLEXIBLE WORKING ARRANGEMENTS

<Date>

Private and Confidential

Employee details:

<Your name>

<Contact details>

<Job title>

Dear <insert manager's name>

Request for Flexible Working Arrangements

I would like to request to work a flexible work arrangement that is different to my current working arrangement.

I am making this request

Include whichever of the below statements applies to you and delete the other options.

<to help me care for a child who is under school age/school age>

<because I am a carer (within the meaning of the *Carer Recognition Act 2010*)>

<because I am 55 or older>

<because I have a disability>

<because I am experiencing violence from a member of my family>

<to help me to provide care or support to a member of my immediate family or a member of my household who is experiencing violence from their family>.

I can confirm that I have worked continuously as an employee of RJA for the last 12 months and I am employed on a full time and permanent basis.

I would like to start working

<include a paragraph to describe the working pattern you would like to have in the future including the days/hours/times you would like to work>.

These changes will assist me because

<insert reasons>.

I would like this working arrangement to start from
<insert date> for a period of <insert period>

I believe that the effect on the business and my colleagues can be accommodated by
<identify ways the work can be performed, how your proposal may help RJA business or how you are committed to working hard to make the arrangements work well>.

I would appreciate your response to this request within 21 days of today's date.

I am happy to discuss this matter at a time that is convenient. I am also willing to discuss possible alternatives to the arrangements I have outlined and to work with you to make sure that this arrangement works effectively for both the RJA business and me.

I look forward to your response.

Yours sincerely,
<Insert name>

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

04. AUTHORISATION

Please sign and date below:

Employee

___/___/___
Date

Authorisation Manager

___/___/___
Date

Note: once approved please forward the original to Accounts and a copy to the employee