

# Employee request for flexible working arrangements template

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 employer and situation. Explanatory information is shown in blue italics to assist you and should be deleted once you have finished the letter.

Before filling out this letter, you are advised to read the preceding guidance.

If at any time you need more information or assistance, call the Fair Work Infoline on 13 13 94 or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

<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 under section 65 of the *Fair Work Act 2009* (the Act) to work a flexible work arrangement that is different to my current working arrangement.

I am making this request

<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>.

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

I can confirm that I have worked continuously as an employee of this business for the last 12 months and am employed on a <full time basis/part time basis/casual basis on a regular and systemic basis>.

Include whichever of the above employment statuses applies to you and delete the other options.

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>.

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 the business or how you are committed to working hard to make the arrangements work well>.

I would appreciate your response to this request, in accordance with the Act, within 21 days of today's date.

I am happy to discuss this matter at a time that is convenient. I am willing to discuss possible alternatives to the arrangements I have outlined and I am also willing to work with you to make sure that this arrangement works effectively for both the business and me. Please contact <me/my representative> on <insert contact details>.

Yours sincerely,

<Insert name>

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

*The Fair Work Ombudsman is committed to providing you with advice that you can rely on.*

*The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.*