

**This means changes to a worker’s hours of work, patterns of work or location of work.**

**Flexible working arrangements**

**www.fairwork.gov.au**

# Flexible working arrangements

## Who?

Some workers have a right to ask for flexible working arrangements. They must have worked with the business for at least 12 months and:

* be the parent, or have a responsibility for the care, of a child who is school aged or younger
* be a carer
* have a disability
* be 55 or older
* be experiencing family or domestic violence, or
* provide care or support to a member of their household or immediate family (which includes parents, children, siblings, partners, grandparents, or a partner’s family) because of family or domestic violence.

## **Asking for flexible working** arrangements

The request must:

* be in writing
* state the reasons for the request
* include details of the required changes.

## **Responding to a request**

* Bosses must respond in writing within 21 days saying whether the request is granted or refused.
* They can only refuse a request on reasonable business grounds.
* If a request is refused the written response must include the reasons why.

 **Find out more**

For more information about flexible working arrangements, go to [fairwork.gov.au/flexiblearrangements](http://fairwork.gov.au/flexiblearrangements)

You can also talk with someone from a community organisation or community legal centre, an HR officer, an Indigenous liaison or employment officer, an employer association (if you’re a boss) or a union representative (if you’re a worker).

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The Fair Work Ombudsman is committed to providing you with advice that you can rely on. The information contained in this fact sheet 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.