

Employee request for flexible work arrangements

Example letters

These letters are examples of requests for flexible work arrangements.

If you wish to request flexible working arrangements then you may wish to use the [Employee request for flexible working arrangements template](#).

For more information or assistance, visit www.fairwork.gov.au or call the Fair Work Infoline on 13 13 94.

Example letter One

12 January 2014

Private and confidential

Employee details: Charlotte Dusting
1 Bayswater Rd
Essendon VIC 3040
0422 222 222
Accounts and Administrative Assistant

Dear Felix

Request for flexible work 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 my 4 year old daughter. I can confirm that I have worked continuously as an employee of this business for the last 12 months and am employed on a part-time basis. I am currently rostered to work Tuesday to Friday.

I would like to vary my starting and finishing times by one hour. This would essentially mean starting work at 8.30am and finishing at 4.30pm, instead of commencing at 9.30am and finishing 5.30pm as my roster currently stands.

This change will assist me to care for my daughter because I will be able to pick her up from childcare by the facility's standard closing time. I would like this working arrangement to start from next month, specifically, the week commencing Monday, 7 February 2010.

I believe that the effect on the business and my colleagues can be accommodated by my commitment to completing my book-keeping duties early in the morning before clients begin to come in. This arrangement will benefit my colleagues, as I will have greater availability to assist clients throughout the day. This will not only alleviate pressure on my colleagues, but will also ensure that our clients are serviced in a timely manner.

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 to you. I am willing to discuss possible alternatives to the arrangements I have proposed and I am also willing to work with you to make sure that this arrangement is mutually beneficial and effective for both the business and me. Please find my contact details at the top of this letter.

Yours sincerely,

Charlotte

Charlotte Dusting

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS

Example letter Two

1 May 2014

Private and confidential

Employee details: Tim Richardson
10 Punt Road Richmond
0411 111 111
Sales Assistant

Dear Ms Smith

Request for flexible work arrangements

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

I am making this request to help me care for my child who is at school. 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.

I would like to start working longer hours on four days a week instead of working five days a week. So, instead of working 8.30am to 5pm Monday to Friday I would like to work four days of the week from 8.30am to 6pm.

These changes will assist me to care for my child because my wife works part time one day each week. If I had one day off during the week I could take care of him on the day that she is at work. I would like this working arrangement to start from the 4th of January 2010.

I believe that the effect on the business and my colleagues can be accommodated by me doing the regular morning clean of the shop the night before and doing all the stock replacement and labelling when there are fewer customers around. Also, you are regularly paying staff half an hour of overtime each week night to finish off jobs and help late customers. However, if my request were to be accepted I would already be working this time as regular hours. As another option, I could cover the regular late evening shift on Thursdays which I know it is often hard to get staff to work and finish at 5.30pm on the other three days that I would work.

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 succeeds for both the business and myself.

Please contact me on the details at the top of this letter.

Yours sincerely,

Tim Richardson

Tim Richardson

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.