

Example Letter: Request for flexible work arrangements

1 January 2015

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 12 month 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 2015.

I believe that the effect on the business and my colleagues can be accommodated by my commitment to completing my early morning duties 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

This letter is an example of a request for flexible work arrangements from www.fairwork.gov.au.

Please keep a copy of all correspondence between yourself and your employer for your records.

For more information or assistance, call the FSU Member Rights Centre on 1300 366 378.