**EMPLOYEE APPLICATION FOR FLEXIBLE WORKING ARRANGMENTS UNDER PART 6AA OF THE EMPLOYMENT RELATIONS ACT 2000**

**1 Personal Details**

Name …………………………………………………………………

Position …………………………………………………………….

Date ………………………………………………………………….

**2 Application**

I would like to request a variation to my current working arrangements under Part 6AA of the Employment Relations Act 2000. My reasons for requesting flexible work are:

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

1. **Present working arrangements**

 My present hours, days and place of work are as follows –

 Hours of work ………………………………………………………….………………………………………………………….

 Days of work ………………………………………………………………………………………………………………………

 Place of work ……………………………………………………………………….…………………………………………….

1. **Proposed working arrangements**

 I would like my hours, days and place of work to change as follows -

 Hours of work ………………………………………………………….………………………………………………………….

 Days of work ………………………………………………………………………………………………………………………

 Place of work ……………………………………………………………………….…………………………………………….

1. **Duration of change**

 The change is permanent and will start on …………………………

 **OR**

 The change is for a specific period only, and will start on

……………………………………. and end on ……………………………..

1. **Reason for change**

The change that I am requesting will allow me to:

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

**7 Effects on employer, colleagues and customers**

I think colleagues and clustomers will be affected by the changes requested as follows:

………………………………………………………………………………………………………………………

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**8 Mitigating effects**

I think the effects on my employer, colleagues and clients can be dealt with by:

………………………………………………………………………………………………………………………

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**9 Other relevant information**

I think the following other information may be relevant to you in considering this application

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………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………

**10 Timing**

 I understand that the employer has up to one month to respond to this request.

……………………………………………………..

**Signature**

**LETTER A (Acknowledging receipt of application)**

Company letterhead

Date

Dear

I confirm having received your application for a change to your working arrangements, and will respond in writing as soon as possible but within one month. If your application is refused, we will advise you of the reasons, in writing.

We intend meeting with you shortly to discuss your application, before we make a final decision.

Kind regards

**LETTER B (application refused)**

Company letterhead

Date

Dear

Following your application for flexible working arrangements dated ………………., I met with you on ………………and discussed the matter.

A decision has now been made and I regret that we are unable to accommodate your request, because of (select ground(s) for refusal from below and insert here) –

* Inability to reorganize work among existing staff
* Inability to recruit additional staff
* Detrimental impact of quality
* Detrimental impact on performance
* Insufficiency of work during the periods that you propose to work
* Planned structural change
* Burden of additional costs
* Detrimental effect on ability to meet customer demand.

Or

* You are an employee who is bound by a collective agreement and the request relates to working arrangements to which the collective agreement applies and your working arrangements would be inconsistent with the collective agreement if we were to approve the request.

These grounds apply because (give reason)………………………………………….

**LETTER C (approval letter)**

Company letterhead

Date

Dear

Following your application for flexible working arrangements dated ………………., I met with you on ………………and discussed the matter.

I am pleased to confirm that I am able to accommodate your request.

OR

I am unable to accommodate your request, but am able to offer you the following arrangement, as discussed with you –

..……………………………………………………………………………………………

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………………………………………………………………………………………………

You indicated that the arrangement would suit you.

Your new working arrangements will take effect from …………… and apply until ……………………………….. OR Your new working arrangements will take effect from …………… and are permanent.

(Optional) Your remuneration will be adjusted as follows:

These changes form part of your employment agreement.

Kind regards