



Flexible Working Arrangement proposal

Refer to the *Policy and Procedure: Flexible Working Arrangements* and review the *Checklist for Employees* prior to completing this proposal, then arrange a meeting to discuss the proposal with your manager.

EMPLOYEE AND POSITION DETAILS

Title First name Last name

Position title

School/Office Campus

Employment type Fraction (FTE)

TYPE OF FLEXIBLE WORKING ARRANGEMENT PROPOSED

Flexible hours of work Part-time work Compressed working week

Hybrid working / remote working Job sharing Career break

PERIOD OF FLEXIBLE WORKING ARRANGEMENTS PROPOSED

Start date End date

DETAILS OF FLEXIBLE WORKING ARRANGEMENTS PROPOSED

Are you requesting flexible working arrangements for any of the below reasons*:

- are the parent of, or have responsibility for the care, of a child who is school age or younger;
- are a carer (within the meaning of the Carer Recognition Act 2010);
- have a disability;
- are aged 55 or older;
- are experiencing violence from a member of their family; or
- provide care or support to a member of their immediate family or household, who requires care or support because they are experiencing violence from their family.

Yes No

**Please note, in line with the Policy all continuing and fixed-term employees are eligible to request flexible working arrangements, therefore answering no to the above question does not exclude you from being eligible to submit a request.*

Details of the proposed arrangement and ways to mitigate any impacts:

Outline the details of the proposal, how this arrangement might work and continue to deliver outcomes, include ways to mitigate any potential impacts on students/clients and the team.

EMPLOYEE ACKNOWLEDGEMENT

- I have read the *Policy: Flexible Working Arrangements and Procedure: Flexible Working Arrangements*
- I understand that with reasonable notice the University will at times require me to be flexible with my work arrangement
- I have attached a *Remote Working Checklist*, if requesting to work remotely

Signature Date:

APPROVAL

Refer to the *Policy and Procedure: Flexible Working Arrangements* and review the *Checklist for Manager* when considering this proposal. Arrange a meeting to discuss the proposal with your employee and advise the outcome no later than 21 days after this proposal was submitted.

The employee's proposal for flexible working arrangements is:

Approved Approved with variation, as discussed with the employee and detailed below Not approved, based on the business reasons outlined below*

Duration of any trial period:

Review date(s):

Notes on arrangements / Reason for decision, if not approved:

Note any variations to the proposal and/or trial arrangements. If not approved, outline the business reasons for this decision

**Managers are to consult with their HR Business Partner before refusing a request*

Arrangements to support the effective management of this arrangement:

Outline the agreed arrangements to support the effective management and operation of this arrangement, as a shared responsibility.

Manager

Name

Position Title

Signature

Date:

SMG member (if required)

Name

Position Title

Signature

Date:

Please submit completed proposal to P&C@nd.edu.au

PEOPLE AND CULTURE USE ONLY

P&C Action Checklist (tick if applicable)

Contract Variation required Leave request submitted PeopleSoft updated