Flexiblee Work Request/Agreement (PT employees)   
Employee’s Details

|  |  |
| --- | --- |
| Full name: |  |

|  |  |
| --- | --- |
| Date of request: |  |

|  |  |
| --- | --- |
| Position: |  |

Details of Requested Arrangement

Initial agreement  Temporary variation  Permanent variation

I request the following ordinary hours of work specified below:

|  |  |
| --- | --- |
| Effective from (date): |  |

|  |  |
| --- | --- |
| Until (specify end date or ‘ongoing’): |  |

|  |  |
| --- | --- |
| Reason: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week | | | | | | |
| Day | Start time  (e.g. 8:30am) | Unpaid break  (e.g. meal break) | | Finish time  (e.g. 5pm) | Other times/ Breaks | Total  (hours minus unpaid breaks) |
| Break begins (e.g. 12:30pm) | Return to work  (e.g. 1:30pm) |
| Monday |  |  |  |  |  | hrs |
| Tuesday |  |  |  |  |  | hrs |
| Wednesday |  |  |  |  |  | hrs |
| Thursday |  |  |  |  |  | hrs |
| Friday |  |  |  |  |  | hrs |
| Saturday |  |  |  |  |  | hrs |
| Sunday |  |  |  |  |  | hrs |
|  | | | | | Total: | hrs |

Details of Agreed Hours

Initial agreement  Temporary variation  Permanent variation

It is agreed that the ordinary hours of work of the employee above will be varied to the arrangement specified below:

|  |  |
| --- | --- |
| Effective from (date): |  |

|  |  |
| --- | --- |
| Until (specify end date or ‘ongoing’): |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Week** | | | | | | |
| **Day** | **Start time**  (e.g. 8:30am) | **Unpaid break**  (e.g. meal break) | | **Finish time**  (e.g. 5pm) | **Other times/ Breaks** | **Total**  (hours minus unpaid breaks) |
| **Break begins** (e.g. 12:30pm) | **Return to work**  (e.g. 1:30pm) |
| **Monday** |  |  |  |  |  | hrs |
| **Tuesday** |  |  |  |  |  | hrs |
| **Wednesday** |  |  |  |  |  | hrs |
| **Thursday** |  |  |  |  |  | hrs |
| **Friday** |  |  |  |  |  | hrs |
| **Saturday** |  |  |  |  |  | hrs |
| **Sunday** |  |  |  |  |  | hrs |
|  | | | | | **Total:** | hrs |

Parties agree that this arrangement includes the following points:

Any variation to this agreement will be made in writing (such as by filling in another form).

The minimum daily payment is for <#> hours as per <insert applicable modern award> (where applicable)

This agreement is to be kept by the employer and a copy is to be provided to the employee.

Signature of employee: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of manager/supervisor: |  |

Signature of manager/supervisor: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_