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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_