**Flexible working proposal**

*Suggested template for ongoing/formal flexible working arrangements.*

*Agencies may also choose to use this template to guide short term and ad hoc flexible working discussions.*

The process for completing an ongoing flexible working proposal is as follows:

* Employee reviews the ‘checklist for completing a flexible working proposal’.
* Employee completes the below template and takes a copy to the meeting with their manager.
* Employee arranges a meeting to discuss proposal with manager.
* Manager and employee meet to discuss proposal.
* Manager has a maximum of 21 working days from the original request to respond and provide a signed copy back to the employee.

**For employee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | Employee number: | |  |
| Role title: |  | | Date: |  |
| Business unit/division: |  | | | |
| Department/agency: |  | | | |

Details of the flexible working proposal I would like to apply for:

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| Refer to the employee checklist and use this section to demonstrate how this arrangement might work and can mitigate impacts on team and customers. |

**For manager**

* I have met with the employee to discuss the proposal.
* I have reviewed the ‘manager’s checklist for considering a flexible working proposal’.
* I have discussed with the employee other options to vary the proposal if I have not approved it in its original form.
* I have consulted with my one up manager if I cannot approved this request, even after exploring other options.

Decision

The employee’s proposal for flexible working is:

Approved and this proposal is documented as an agreement. The proposal will be reviewed (e.g. date for review/monthly/every 3 months).

Approved with variation as discussed with employee, and as detailed below. The proposal will be reviewed (e.g. date for review/monthly/every 3 months).

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Not approved at this time based on the below business reasons. (This has been discussed with my one-up manager, who is in agreement with my decision and has signed below).

Employee can complete a new proposal and schedule a meeting to discuss.

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**Parties to this agreement**

This flexible working proposal is agreed via mutual consent between the employee and manager.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee: |  |  |  |
| Manager: |  |  |  |
| One up manager *(if required):* |  |  |  |