

EMPLOYER

FORM  
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## Approval of request for flexible working arrangements

### How to approve a request for flexible working arrangements

Once you've considered your employee's request for flexible working arrangements, you'll need to let them know your decision.

In some cases, you may be unable to approve the requested arrangement but you may want to explore alternatives to find an arrangement that works for you and your employee.

This form can be used to approve your employee's request or approve an alternative arrangement.

To: (Use your employee's full name)

I have considered your request for a variation to your working arrangements under Part 6AA of the Employment Relations Act 2000.

Either

**I confirm that I have approved your request.**

Or

**I am unable to accommodate your original request.**

However, I am able to offer the following alternative arrangement which we have discussed and you agreed would be suitable for you.

Your new working arrangement will be as follows:

Please note that the change in your working arrangement will be a permanent change to your terms and conditions of employment unless a specified period of time is identified and agreed for which the new arrangement will last. If the change is permanent, you will have no right to revert to your previous working arrangement unless otherwise agreed.

Your new temporary working arrangement will commence on dd/mm/yy and end on dd/mm/yy

If you have questions about the information provided on this form, please contact me to discuss them as soon as possible.

Signed:

Date:

**NOW RETURN THIS FORM TO YOUR EMPLOYEE**

978-0-478-28199-6

