

FORM C

Decline of request for flexible working arrangements

It may not always be possible to agree to an employee's request for flexible working arrangements. However, it is important that you give any request your full consideration.

When declining a request, you must:

- State the ground/s for your refusal, and
- Explain the reasons for these ground/s.

This form can be used when refusing a request.

Grounds for refusal

There are only certain grounds on which you can refuse a request for flexible working arrangements under Part 6AA of the Employment Relations Act 2000. You can find these at www.dol.govt.nz/worklife/flexible/act.

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.

I am sorry but I am unable to accommodate your request on the following business ground/s: (state the ground as per the guidelines at www.dol.govt.nz/worklife/flexible/act)

The ground(s) applies in the circumstances because:

Signed:

Date:

NOW RETURN THIS FORM TO YOUR EMPLOYEE

