



Parents @ Work

Changes to hours of work

If your Manager requests changes to your hours or days of work

It can be difficult to make changes to your roster when you are a parent. If your manager requests a change to your days or hours of work, you'll need to think about what the change will mean for your child care commitments.

Take the time to consider the request and see if changes can be made to your child care arrangements. If you find that it isn't possible to make the change, explain to your manager the reason why (for example, you have spoken to the Director of the child care centre, and unfortunately there is no vacancy for the day the manager has requested you work).

If the manager requests a change to your hours of work that doesn't have a negative impact on your personal, family or financial circumstances, the change is generally considered reasonable and you will be expected to make the change.

The above is general information. For individual advice about your specific circumstances, contact the FSU on 1300 366 378.

If you need to request changes to your hours or days of work

The right to request flexible working arrangements is available to a parent with a child of school age or younger.

Examples of flexible working arrangements include changes to:

- Hours of work (eg starting and finishing times)
- Patterns of work (eg split shifts or job sharing)
- Locations of work (eg different work location or working from home)
- Mode of employment (eg requesting to work part time)

Put your request in writing, explaining what changes are needed and the reasons for the request. Get advice from FSU before putting your request in writing.

Requests for flexible working arrangements must be submitted at least 4 weeks before your expected return to work date. The earlier that you put your request in the better, as they can take some time to negotiate.

Your employer has 21 days to provide you with a written response as to whether your request is granted.

Not all requests are granted, so we strongly recommend that you begin discussions with your manager as early as possible so that you can work through any issues that may arise well ahead of your expected return date.

Here is a sample letter that you can amend and use to request flexible working arrangements:

<http://bit.ly/1GjITNz>

Be sure to keep a copy of all correspondence and get any agreed changes to your work arrangements in writing. This should include:

1. What are the arrangements?
2. How long will these arrangements apply? (i.e - is this forever or can you return to full time work at an agreed time?)
3. When/how will this be reviewed?

Please contact FSU right away if you need assistance.

Please turn over to see sample letter to request flexible working arrangements >

Example Letter: Request for flexible work arrangements

1 January 2015

Private and confidential

Employee details: Charlotte Dusting
1 Bayswater Rd
Essendon VIC 3040
0422 222 222
Accounts and Administrative Assistant

Dear Felix

Request for flexible work arrangements

I would like to request under section 65 of the *Fair Work Act 2009* (the Act) to work a flexible work arrangement that is different to my current working arrangement. I am making this request to help me care for my 12 month old daughter. I can confirm that I have worked continuously as an employee of this business for the last 12 months and am employed on a part-time basis. I am currently rostered to work Tuesday to Friday.

I would like to vary my starting and finishing times by one hour. This would essentially mean starting work at 8.30am and finishing at 4.30pm, instead of commencing at 9.30am and finishing 5.30pm as my roster currently stands.

This change will assist me to care for my daughter because I will be able to pick her up from childcare by the facility's standard closing time. I would like this working arrangement to start from next month, specifically, the week commencing Monday, 7 February 2015.

I believe that the effect on the business and my colleagues can be accommodated by my commitment to completing my early morning duties before clients begin to come in. This arrangement will benefit my colleagues, as I will have greater availability to assist clients throughout the day. This will not only alleviate pressure on my colleagues, but will also ensure that our clients are serviced in a timely manner.

I would appreciate your response to this request, in accordance with the Act, within 21 days of today's date.

I am happy to discuss this matter at a time that is convenient to you. I am willing to discuss possible alternatives to the arrangements I have proposed and I am also willing to work with you to make sure that this arrangement is mutually beneficial and effective for both the business and me. Please find my contact details at the top of this letter.

Yours sincerely,

Charlotte

Charlotte Dusting

This letter is an example of a request for flexible work arrangements from www.fairwork.gov.au.

Please keep a copy of all correspondence between yourself and your employer for your records.

For more information or assistance, call the FSU Member Rights Centre on 1300 366 378.



Authorised by Fiona Jordan, National Secretary, February 2015

