

Name: \_\_\_\_\_

Job position: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## Proposal for a flexible work arrangement

I would like to request to work a flexible work arrangement that is different to my current working arrangement.

1. Employed in this company since: \_\_\_\_\_
2. Currently employed:
  - a) full time basis
  - b) part time basis
  - c) casual basis
3. Hours per week: \_\_\_\_\_
4. Start date for transitioning to a new schedule, if granted? \_\_\_\_\_
5. What adaptation are you proposing? Please state the arrangement type.
  - a) Flexitime
  - b) Remote work
  - c) Part time work
  - d) Job sharing
  - e) Compressed hours
  - f) Other:

*Please describe the actual proposed schedule:*



14. If requesting remote work , describe your remote work station, equipment and conditions:

Do you work better at certain times of the day?	<b>YES</b>	<b>NO</b>
Do you enjoy working on your own?	<b>YES</b>	<b>NO</b>
Can you do your work away from your workplace?	<b>YES</b>	<b>NO</b>
Can you work with colleagues and customers remotely, for example, by using email, Skype, tele- or video-conferencing?	<b>YES</b>	<b>NO</b>
Are there set tasks that you can do more efficiently out of the workplace, free from interruptions?	<b>YES</b>	<b>NO</b>
Are you self-motivating and able to work to deadlines on your own?	<b>YES</b>	<b>NO</b>
Do you need to work with other people to get your job done?	<b>YES</b>	<b>NO</b>
Do you need a team to bounce ideas off for stimulus?	<b>YES</b>	<b>NO</b>
Do you need the routine of the work environment to keep you focussed?	<b>YES</b>	<b>NO</b>
Does most of your work involve face-to-face meetings?	<b>YES</b>	<b>NO</b>
Do you like to keep work and home completely separate?	<b>YES</b>	<b>NO</b>

I acknowledge that it is my responsibility to make this arrangement work. I am aware that the arrangement is subject to modification or termination at any time should business needs change or performance issues arise. I am willing to consider alternative arrangements and solutions with my manager. I will be flexible and willing to make adjustments to ensure success.

Signature: \_\_\_\_\_