

Sample Request for Flexible Work Arrangements due to Family Violence

LETTER VERSION

[Date]

Private and confidential

[Your name]
[Your address]
[Your job title]

Dear [manager's name]

Request for flexible work arrangements

I would like to request flexible working arrangements, as per my entitlements under section 65 of the *Fair Work Act 2009*.

I am making this request

[because I am currently experiencing family violence]

[because a member of my immediate family is experiencing family violence, and they need my support]

[because a member of my household is experiencing family violence, and they need my support]

I can confirm that I have worked continuously as an employee of this business for the last 12 months and am employed

[on a full-time basis]

[on a part-time basis]

[as a casual on a regular and systematic basis]

I would like to

[this section is where you should explain the details of the changes you are seeking and the reasons for those changes. For example, you might be looking to change your hours or to work less so that you can access support services or attend regular appointments.]

I would appreciate your response to this request, in accordance with the *Fair Work Act 2009*, within 21 days of today's date.

I am more than happy to discuss any other possible arrangements with you in order to minimise the impact on the business as much as possible.

Yours sincerely,

[your name]

EMAIL VERSION

Private and confidential

Dear [manager's name]

Request for flexible work arrangements

I would like to request flexible working arrangements, as per my entitlements under section 65 of the *Fair Work Act 2009*.

I am making this request

[because I am currently experiencing family violence]

[because a member of my immediate family is experiencing family violence, and they need my support]

[because a member of my household is experiencing family violence, and they need my support]

I can confirm that I have worked continuously as an employee of this business for the last 12 months and am employed

[on a full-time basis]

[on a part-time basis]

[as a casual on a regular and systematic basis]

I would like to

[this section is where you should explain the details of the changes you are seeking and the reasons for those changes. For example, you might be looking to change your hours or to work less so that you can access support services or attend regular appointments.]

I would appreciate your response to this request, in accordance with the *Fair Work Act 2009*, within 21 days of today's date.

I am more than happy to discuss any other possible arrangements with you in order to minimise the impact on the business as much as possible.

Yours sincerely,

[your name]