

Flexible work agreement template

Before you begin

- Refer to your manager or HR team to see if your organisation has flexible work agreement template. Only use this flexible work agreement template if your organisation has approved its use.
- Read [Flexible work for employees](#) and have a conversation with your manager before completing this form.
- Understand that this flexible work agreement supports the Queensland public sector [Flex-connect framework](#) and employee entitlements under the *Industrial Relations Act 2016* (IR Act). To adhere to the requirements outlined in the framework and IR Act, you must:
 - make your request in writing
 - state your reasons and considerations
 - provide sufficient detail to allow your manager to decide on the request.
- * Represents mandatory completion

After you submit

After you submit your request to your manager for consideration, they must provide a written response within 21 days of receipt of this request advising:

- a record of the decision
- any specific conditions
- any reasons or grounds for conditions or refusal
- your appeal and dispute rights.

If you believe the decision about an application for flexible work is unfair or unreasonable, you can:

- follow your organisation's employee grievance procedure
- lodge a [public service appeal](#) if you have exhausted your organisation's grievance procedure
- contact the [Queensland Industrial Relations Commission](#) which has jurisdiction to hear and decide a dispute under chapter 6 of the IR Act if you have exhausted your organisation's grievance procedure
- seek advice from your union (if you are a member).

Your current flexible work agreement should still continue until the review date if there is a change of manager, except if compelling business needs require a new agreement to be completed.

If you are appointed to a new role, you will need to complete a new agreement.

Your privacy

Your information will be managed in accordance with the Queensland Government's Information Security Policy, the *Information Privacy Act 2009* and the Public service Code of Conduct. Your personal information will not be disclosed unless authorised or required by law.

Employee details

* Employee name

* Email

* Business area

* Organisation

Flexible work agreement details

* Reason for requesting flexible work (For example, work-life balance, carer responsibilities, transition to retirement. See [Understand the organisational value of flexible work](#) for more).

* Flexible work requested (For example, work location, different start and finish times, compressed hours, part-time, job share. See [Understand the types of flexible work](#) for more).

* Start date (The date you're completing this request or a future date as applicable).

* Does your flexible work request impact your workdays, hours, or location? (Select Yes if on select days you're proposing to work away from the office, starting or finishing at a fixed time, or working or not working set days?)

Yes

No

If Yes, provide details:

Note that a request to work Saturday or Sunday is subject to your organisation's operational requirements, hours of work policy and relevant industrial arrangements.

Week 1 (pay week) proposed days, hours and location.

Day	Workday	Start time	End time	Location
Monday	Yes			
	No			
Tuesday	Yes			
	No			
Wednesday	Yes			
	No			
Thursday	Yes			
	No			
Friday	Yes			
	No			
Saturday	Yes			
	No			
Sunday	Yes			
	No			

Week 2 (non-pay week) proposed days, hours and location.

Day	Workday	Start time	End time	Location
Monday	Yes			
	No			
Tuesday	Yes			
	No			
Wednesday	Yes			
	No			
Thursday	Yes			
	No			
Friday	Yes			
	No			
Saturday	Yes			
	No			
Sunday	Yes			
	No			

* How does your flexible work request consider and balance your needs with the needs of your team, your customers, your manager and the organisation?

See [Flexible work for employees](#) for more.

Employee acknowledgement

In submitting this application, I acknowledge:

- my request is in accordance with my organisation's flexible work policy and the Flex-connect framework
- my ongoing commitment to meet expectations and provide fairness to my team, customer, manager and organisation
- my priority for business continuity and my responsibilities to the business and operational plan, performance plan and statutory workplace obligations
- my personal responsibilities to meet my organisation's health, safety, wellbeing, privacy and confidentiality policies when working flexibly
- I will monitor and proactively address any negative or unintended consequences with my manager
- I may negotiate from time to time the arrangements to suit the team, customer or workplace requirements, or if my circumstances change
- that the agreement will be reviewed on the agreed dates
- that I will be required to complete a new agreement if I am appointed to a new role.

* Signature

* Date

Approver details

* Manager name

* Email

* Business area

* Organisation

Approval granted.

Granted in part or subject to conditions (complete parts A and B below).

Refused at this time for the following reasons (complete part B below).

Part A

Conditions of approval or other relevant facts (if required).

Part B

Reasons for the conditions or refusal decision and other relevant facts (if required).

* Review date (Refer to your organisation's policies and guidelines for the recommended review period. Find this on your intranet or contact your HR team.)

Manager acknowledgement

In making this decision, I have:

- considered the details of this request and ensured it's in accordance with my organisation's flexible work policy and the Flex-connect framework
- sought advice from human resources on how to support the flexible work arrangement and, prior to refusing or granting the request in part or subject to conditions, that grounds for the decision are reasonable
- evaluated the impacts of this agreement on team members, customers and the organisation.
- ensured that the decision is compatible with human rights as required under the *Human Rights Act 2019*
- consulted with the employee prior to finalising this flexible work agreement so accountabilities and expectations are well understood and outlined any specific conditions.

* Signature

* Date