

[insert logo]	[Insert Employer]	Date: 01/11/20
	Policy: Flexible Work Arrangements	
Purpose	[insert]	
Scope	[insert]	
Responsibility	[insert]	
Authorised By	[insert]	

[Insert employer] offers Flexible Work Arrangement (FWA) options to support its employees to manage a balance between work, family, and personal responsibilities, and without adverse impact to the employee and organisation's performance and productivity. The opportunity to access Flexible Work Arrangement options is consistent with [Insert Employer]'s commitment to support employee well-being and its strategy to attract and retain talent.

1. Key Principles

- A FWA allows an employee and their Manager to consider work arrangements including changes around work hours, work days and work locations (including remote work)
- A FWA is formal arrangement to be agreed between an employee and their Manager
- A successful FWA relies on the joint commitment of all parties and it is expected that the agreed FWA will support the needs of the employee and the organisation
- A written request for a FWA will be considered before an outcome is determined
- A reason(s) will be provided to the requesting employee within 21 days *if* a FWA request cannot be accommodated
- A FWA generally operates for a period no less than three months.

2. Definitions

Key Terms	Definition
[Insert]	[Insert detail]
[Insert]	[Insert detail]
[Insert]	[Insert detail]

3. Requests and Approval

- An employee should direct questions about FWA, including available options, to their Manager or their Human Resources representative
- A FWA request requires the submission of a *Request for Flexible Work Arrangement Form*.
- The employee must meet with their Manager to discuss the request, requirements, and impact to the organisation
- The FWA request will be reviewed to determine whether the request can be accommodated
- The requesting employee will be notified of the final decision (approval/denial), and the outcome documented on the *Request for Flexible Work Arrangement Form*.

4. Extensions

An employee can apply to extend their FWA beyond the current duration period by requesting an extension in writing and submit to their Manager. To assist with operational planning, it is recommended that the employee submit their application at least four weeks prior to the current FWA agreement expiring.

5. Return to Standard Work Arrangement

A FWA agreement must be valid (approved and current) to continue the alternative work arrangement arising from Government directions, rules or legislation. Upon the expiry or ceasing of Government directions to attend the workplace, employees are expected to return to work at the location and in a standard work arrangement in accordance with their employment contract.

6. Further Information

Employees should direct their questions about this Policy or FWA to their Manager or Human Resources.