



# Employee request for a flexible working arrangement – template letter

In specific circumstances, employees in the [WA state industrial relations system](#) have an entitlement to make a written request for a flexible working arrangement. An employer must provide a written response to a flexible working arrangement request within 21 days.

The **Flexible working arrangement requests** page of the Department of Local Government, Industry Regulation and Safety (LGIRS) website at [www.lgirs.wa.gov.au/flexible-work-requests](http://www.lgirs.wa.gov.au/flexible-work-requests) outlines the specific circumstances in which an employee can make a request and employer requirements for responding to a request.

The information on the LGIRS website should be read **before using this template**.

## How to use this template

Instructions are provided in **blue writing** to assist you and should be deleted once you have finished.

You can tailor the content to suit your circumstances, but your written request **must** explain:

- what flexible working arrangement you are seeking; and
- the reasons for seeking that arrangement; and
- which of the specific circumstances in which an employee can make a request apply to you.

## Disclaimer

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The Department of Local Government, Industry Regulation and Safety has provided this template as a general guide only and it is not designed to be comprehensive or to provide legal advice. The department does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.

**Private and confidential**

Dear *Insert employer or manager's name*

**Request for a flexible working arrangement**

I am requesting a flexible working arrangement that is different to my current working arrangements, in accordance with my minimum entitlement to make a flexible working arrangement request under the state *Minimum Conditions of Employment Act 1993* (MCE Act).

I currently meet one or more of the specific circumstances required to be eligible to make a flexible working arrangement request under the MCE Act.

*Choose the option/s that applies to you and delete those that do not apply*

- ☐ I am pregnant
- ☐ I am the parent/guardian of a child who is school age or younger
- ☐ I am a carer (as defined in the *Carers Recognition Act 2004*)
- ☐ I have a disability
- ☐ I am 55 or older
- ☐ I am experiencing family and domestic violence
- ☐ I need to provide care or support to a member of my immediate family or household who requires care or support because they are experiencing family and domestic violence.

I am also eligible to make this request because:

*Choose the option that applies to you and delete the one that does not apply*

- ☐ I am a full time or part time employee who has worked continuously as an employee of this business for the last 12 months.
- ☐ I am a casual employee who has worked regularly and systematically as an employee of this business for the last 12 months and have a reasonable expectation of continuing to do so.

I would like to change my current working arrangements to: *Insert the details of flexible work arrangement you are requesting including the specific days/hours/times/locations of work.*

These changes will assist me because *Insert reasons.*

I would like this working arrangement to start from *Insert date.*

Under the MCE Act, as my employer you are required to provide a written response to my request with 21 days. You can get information about the steps you need to take to respond to my request on the Flexible working arrangement requests page of the Department of Local Government, Industry and Safety website at [www.lgirs.wa.gov.au/flexible-work-requests](http://www.lgirs.wa.gov.au/flexible-work-requests).

I am happy to discuss this request at a time that is convenient and I am also willing to work with you to make sure that this arrangement works effectively. Please contact me on *Insert your contact details.*

Yours sincerely

*Insert your details, including name and job title (if appropriate)*

*Insert date*