Appendix B

**Employer’s / Manager’s Response Form**

*This form can be used to approve your employee’s request, approve an alternative arrangement or decline a request*

*This form can be cut and paste into an email*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***TO:*** | | *Employee’s Full Name* | | ***on the*** | *Date* |
| ***in position of*** | | | *Job Position* | | |
| ***I*** | *Employer / Manager Name and Position* | | | | |
| ***have considered your request for a variation to your working arrangements*** | | | | | |

*EITHER*

|  |
| --- |
| ***I can confirm that I have approved your request for*** |
| *Detail arrangements including place(s), days and times of work.* |

*OR*

|  |
| --- |
| ***I am unable to accommodate your original request. However, I am able to offer the following alternative arrangement, which we have discussed and you agreed would be suitable to you*** |
| *Detail arrangements including place(s), days and times of work.* |

*OR*

|  |
| --- |
| ***I am declining your request at this time for the following reasons as discussed with you.*** |
| *Detail the reasons* |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Your new working arrangement will commence from:*** | | | |
| ***Start Date*** |  | ***Finish Date***  ***(If Temporary)*** |  |
| ***If permanent we will review the arrangement after a 3 month trial period*** | | | |
| **Signed:** | | | |
| **PRINT NAME:** | | | |
| **Note to employee:**  If you have any questions on the information provided on this form, please contact me as soon as possible to discuss.  Please note that the change in your working arrangement will be a permanent change to your terms and conditions of employment unless a specified period of time is identified and agreed for which the new arrangement will last. If the change is permanent, you will have no right to revert to your previous working arrangement unless both parties agree.  If working from home is part of this arrangement then you are responsible to ensure your home environment is set up appropriately to work safely. | | | |