**Flexible Working Arrangements Form**

Employees with a disability have the right to request changes in working arrangements if they have been with the same employer for at least 12 months. Casual, part time or full time employees can make a request for flexible working arrangements under section 65 of the *Fair Work Act 2009* (the Act).

Employers are require to give employees a written response to the request within 21 days, stating whether they approve or refuse the request. Employers may refuse the request only on reasonable business grounds, and the written response must include any reasons for a refusal.

**Flexible Working Arrangements Form**

Date

Name

Address

Telephone

Email

Job Title

Manager’s Name

I would like to make a request for flexible working arrangements as a result of having young onset Parkinson’s.

Research indicates that factors other than onset age and the duration of having young onset Parkinson’s influence employment, and targeted strategies such as flexible working arrangements can enhance productivity and provide valuable support.

For these reasons, I wish to make changes to:

The hours I work

The days I work

How I carry out my work

Where I carry out my work

The duration of my breaks

The times of my breaks

The equipment available to undertake my work

Other

I would like to request the following changes to my working arrangements:

These changes would assist me for the following reasons:

I would like these flexible working arrangements to commence from the following date:

Any effect that this would have on the business, and my colleagues could be accommodated in the following ways:

It would be appreciated if you could respond to this request within 21 days, and I am happy to discuss this request at a time that is convenient for you. In addition I am happy to discuss possible alternatives to make sure this arrangement can be suitable for both of us.

Thank you in advance.