



WACHS Flexible Work Arrangement Management Response

Details

Manager's Name: _____

Position Title and Work Unit: _____

Employee Name: _____

Position Title and Work Unit _____

Request

Provide a brief summary of the flexible work arrangement/s (FWA) and date of request:

Outcome

This request has been denied following consultation with the employee

This request has been approved following consultation with the employee

- If approved, this will be documented as a FWA Agreement
- Co-workers will be advised of this FWA

Date outcome was discussed with the employee: _____

Reasons

Provide justification/s for the decision.

Approval

Delegated Authority: _____

Position: _____

Signature: _____

Date: _____

Date¹ written copy of the management response was provided to the employee: _____

Notes for Managers:

- Managers should contact their local Human Resource team for advice regarding flexible working arrangements and/or employee requests.
- Prior to any flexible working arrangements being approved or denied, managers must consult with the delegated authority.
- Flexible working arrangements may be refused on reasonable business grounds. This may include, but is not limited to:
 - The availability of suitable leave coverage, if required.
 - Cost implications.
 - Impact on service requirements.
 - Impact on the work of other employees.
 - Employees' existing leave liability.
- Flexible working arrangements may be approved for a number of reasons, but is not limited to:
 - Phased retirement plans.
 - Temporary caring responsibilities.
 - Mental health conditions.

¹ In accordance with the WACHS Flexible Working Arrangements Policy, written advice must be provided to the employee within 14 days.