|  |  |
| --- | --- |
| **Request details** – general/professional staff | Note: **Academic staff** required only to complete a remote working checklist |
|  |
| **Employee name** |  | Employment mode | <Select mode> |  |
|  |
|  | Please state the primary reason for requesting a **Flexible Work Agreement** |  |
|  |
|  |
|  | Please detail any benefit(s) to the staff member and/or Federation University |  |
|  |
|  |
|  | Please nominate your **primary** work location |  | **Working hours** (per week) |  |
| [ ]  approved remote work location | From home |  |
| [ ]  on campus | On campus |  |
|  |
|  | **Monday** |  | **Tuesday** |  | **Wednesday** |  | **Thursday** |  | **Friday** |  |
|  | hours |  | hours |  | hours |  | hours |  | hours |
|  | start |  | start |  | start |  | start |  | start |
|  | finish |  | finish |  | finish |  | finish |  | finish |
| <Select location> | <Select location> | <Select location> | <Select location> | <Select location> |
|  |
|  | **Any additional comments or questions** i.e. variation to work hours, locations, travel, change of position, change of responsibilities |  |
|  |
|  |
| **Employee** |
| I acknowledge that I have read and understood Federation University’s **Flexible Work Agreement** in conjunction with the **Flexible Work Procedure** and completed a [**remote working checklist**](https://policy.federation.edu.au/forms/Remote-working-checklist.docx). I agree to comply with both the Flexible Work Agreement and all relevant policies and procedures, and understand that failure to do so may result in early review and termination of the Flexible Work Agreement and disciplinary action, which may include termination or cessation of employment. |
| **Employee**signature |  |  | **Date** | Click to enter a date |  |
|  |
| Following approval of the [**Flexible Work Agreement** and **remote working checklist**](#Flexible), and prior to the commencement date, you must complete the ELMO module ‘Building blocks for working virtually’. |

|  |
| --- |
| **Manager/Supervisor** |
|  |
| I support this request for a **Flexible Work Agreement** with the following justification: |
|  |  |  |
|  |
| **Manager/Supervisor**signature |  |  | **Name** |  |  |
|  |
| **Title** |  |  | **Date** | Click to enter a date |  |
|  |

|  |
| --- |
| **Executive Dean/Director/General Manager** - authorisation |
|  |
|  |
| **Exec Dean/Director/General Manager** |  |  | **Name** |  |  |
|  |
| **Title** |  |  | **Date** | Click to enter a date |  |
|  |

**Following Executive Dean/Director/General Manager authorisation**, a copy of this request (along with a completed remote working checklist) should be sent to:

1. the employee; and
2. People and Culture (via our [People and Culture ServiceNow portal](https://federation.service-now.com/pc)) for filing.

**For queries** regarding the application process, please contact People and Culture for further guidance, or consult your People and Capability Partner should you wish to explore alternate options available to you.