

Work Life Proposal Form

Name _____
 Position: _____

FLEXIBLE WORK OPTION PROPOSED (may involve a combination)

- Part-time
- Job-share
- Flexible work hours
- Home-based work (general staff only)
- P/T return from Parental Leave
- Voluntarily reduced working year
- Fractional appt for retirement purposes

SCHEDULE PROPOSED (provide details of the schedule proposed, example below).

	Hours/times	On-site	Home
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total fortnight/weekly hours			

How will the proposal contribute to meeting faculty/work unit/team goals?

Who will be affected? How?

What are your suggestions regarding this?

What expenses might/will this arrangement invite?

Detail the proposal on a separate sheet (refer to the Work Life Family Brochure; steps for preparing a Work Life Proposal, Staff Handbook or enrol in an Information and Advisory Session for Staff.

Signature _____ Date ___/___/____

For more information contact Michelle Waters, Work Life Family Coordinator on (03) 9905 4635.