Appendix E

**Short-term (up to 2 months) flexible work application form for employees affected by domestic violence**

*Details can be cut and paste into an email, but must be complete and accurate*

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| --- | --- | --- | --- |
| **Full Name** |  | **Date** |  |
| **Job Position** |  |
| **Employer / Manager Name** |  |
| ***I would like to request under Part 6AB of the Employment Relations Act 2000 a variation to my current working arrangements which are :*** |
| **Place(s) of work** | *Full street address(s)* |
| **Days and hours of work** |  |
| **My proposed working arrangement is:***(Tick appropriate box)*  |
|  | **Working from home**  |  | **Flexi time** |  | **Part-time** |  | **Job share** |
|  | **Condensed working week** |
|  | **Alternative arrangement****detail below** this may be a combination of two arrangements or a different version |
| *If applying to work from home please include technology requirements here* |
| **Place(s) of work****If more than one location state both address’s** | *Full street address(s)* |
| **Days and hours of work*****If working from home specify both hours at work and home*** | *If flexitime state hours to work between*  |
| ***I would like the new short-term working arrangement to be for the period*** *(Please write in full - Day of the week, Date, Month and Year and allow at least one month’s notice of start date)***Starting :****Finishing :** |
| ***The reason for my request is because I am a person who is affected by domestic violence and to assist me to deal with the effects of domestic violence I need this request approved.***  |

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| ***I believe that the new short-term working arrangements;****Complete all relevant sections, if there are no benefits or impacts on a specific group state ‘Not Applicable’* |
| ***will assist me to deal with the effects of domestic violence by:*** |
| ***could have the following impacts for the business (and employer):*** |
| ***could have the following impacts for the team:*** |
| ***could have the following impacts for the customers:*** |
| ***I suggest we could fix the impacts by;*** |
| **Signed:** | **Date:** |
| **PRINT NAME:** |