

**The University of Auckland Approval of Application for
Flexible Work Form**

To: *(Use your employee's full name)*

I have considered your request for a variation to your working arrangements.

Either

I confirm that I have approved your request.

Or

I am unable to accommodate your original request.

However, I am able to offer the following alternative arrangement which we have discussed and you agreed would be suitable to you.

Your new working arrangement will be as follows:

Your new working arrangement will commence from:

And if the new working arrangement is temporary, will end on:

If you have questions on the information provided on this form please contact me to discuss them as soon as possible.

Signed: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR EMPLOYEE