

**Notice of return to work/ Request for part-time work**

Name:	C Number:
Position:	
School/Office:	
<b>Employee parental leave and return to work details (only complete this section if you are returning to work from parental leave)</b>	
Period of leave: Start Date: _____ End Date: _____ Total Weeks: _____	
I confirm my intention to return to work on _____ (insert date)* <i>*Notice of return to work is one school term prior to intended return date.</i>	
I am requesting arrangements for facilitating and accommodating breast feeding? <input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Request for part-time work</b>	
<b>For employees returning from parental leave:</b> <input type="checkbox"/> I wish to return to my substantive Pre Parental Leave position without change <input type="checkbox"/> I have a child under school age and I wish to return to work/work on a part-time/reduced time fraction basis.	
<b>OR</b> <b>Employees currently at work:</b> <input type="checkbox"/> I have a child under school age and I wish to work on a part-time/reduced time fraction basis.	
Details of part-time work sought (if applicable)	Nature of part-time work sought (e.g. I wish to work 4 days per week /I have a preference for Mondays and Tuesdays/ I wish to work half days):  Start and end dates of the period of part-time work sought (note: this does not preclude subsequent requests for part-time work period): START DATE _____ END DATE _____
<b>Additional Information</b>	
Additional comments (e.g. I seek this arrangement because I can only access childcare on Mondays):	
Employee signature:	Date:
<b>Employer response</b>	
I confirm that your return to work date is ..... (Insert date).	
Response to request for part-time work (if applicable)	<input type="checkbox"/> We have agreed you will return to work on a part-time/reduced time fraction basis and I have attached two copies of a part-time work agreement. OR

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	<input type="checkbox"/> I confirm that I am unable to offer you part-time work/reduced time fraction, for the reasons outlined in the attached letter.
Additional comments (if any):	
Employer signature:	Date:

#### Guidance Notes for Employees:

- Read clause 22 'Notice of return to work' and, if relevant, clause 24 'Return to work part-time' of Appendix 1. Providing this completed form to your Employer satisfies the requirement for written notice of your return to work in clause 22(2) and, if relevant, for a written request for part-time work in clause 24(3).
- See also clause 3 'Period of leave' (especially 3(8)-(9)) of Appendix 1.
- Provide to your Employer as soon as practicable but no less than **one school term** prior to your intended return to work date.
- This form is not necessary if you have taken parental leave for less than one school term and you are not requesting part-time work.
- Your return to work should be at the start of a school term or, if you have taken 104 weeks or more of parental leave, at the start of a school year (unless your Employer agrees otherwise).

## Notice of return to work/ Request for part-time work

### Guidance Notes for Employers:

- Read clause 22 'Notice of return to work' and, if relevant, clause 23 'Return to work arrangements' and clause 24 'Return to work part-time' of Appendix 1. Providing this completed form to you satisfies the requirement for written notice of return to work in clause 22(2) and, if relevant, for a written request for part-time work in clause 24(3).
- See also clause 3 'Period of leave' (especially 3(8)-(9)) of Appendix 1.
- Both clause 24(4) of Appendix 1 and the National Employment Standards in the *Fair Work Act 2009* require the Employer to provide a written response to a request for part-time work, stating whether they refuse or grant the request, **within 21 days of the request**. This means that where there is a request for part-time work you must complete and return this form to the Employee within 21 days. We recommend meeting with the Employee **ASAP** to allow you sufficient time to consider the request **within the 21 day limit**. If the Employee is not requesting part-time work, complete and return this form as soon as practicable. Retain a copy for the school's records.
- Return to work should be at the start of a school term or, if the Employee has taken 104 weeks or more of parental leave, at the start of a school year (unless you agree otherwise).
- You must consider the request for part-time work having regard to the Employee's circumstances and, provided the request is genuinely based on the Employee's parental responsibilities, **you may only refuse to permit the Employee part-time work on reasonable grounds** related to the effect of the change on the workplace or the Employer's business. See examples in clause 24(6) of Appendix 1 and contact the ER Unit to discuss.
- You may also need to take account of relevant equal opportunity legislation when responding to a request for part-time work. Contact the ER Unit for further advice.
- In granting a request for part-time work, you should attach the two copies of the completed template 'Letter from Employer to Employee accepting request for part-time work (part-time work agreement)' to this form.
- In the case that you believe that you have reasonable grounds to refuse a Part Time Work agreement your written response **must** include details of the reasons for refusal. These reasons **must** be provided to the Employee within 21 days. Do this by completing the template 'Letter from Employer to Employee refusing request for part-time work' and attaching it to this form.