

**Request for part-time work
(Employees currently at work)**

Name:	C Number:
Position:	
School/Office:	
Request for part-time work	
<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 Tuesday s/ 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 _____
Additional Information	
Additional comments (if any):	
Employee signature:	Date:
Employer response	
<input type="checkbox"/> We have agreed you will work part-time/reduced time fraction basis and I have attached two copies of a part-time work agreement.	
OR	
<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: