

# MAKING A FLEXIBLE WORK ARRANGEMENT REQUEST

Flexible work arrangements help employees balance work and home life while helping employers improve employee attendance and productivity. This is why federally regulated employers are now required to consider employee's requests for flexible work arrangements without consequence to the employee.



## FLEXIBLE WORK ARRANGEMENTS COVER:



The location of work—such as working from home or a satellite location



The scheduling of work hours—such as modified work schedules or split work shifts



The number of work hours—such as part time, job shares, reduced hours



The types of compensation—such as allowances for working from home or for daycare fees during overtime

## TO MAKE A REQUEST

Employees must have worked for the same employer for **6 continuous months** to be protected when making a request.

### In writing, the employee must include:

- 1 EMPLOYEE'S NAME
- 2 DATE OF REQUEST
- 3 DESCRIPTION OF REQUESTED ARRANGEMENTS
- 4 REQUESTED START AND END DATES
- 5 EXPECTED EFFECTS ON EMPLOYER

## WHAT HAPPENS NEXT?



The employer has **30 days** to respond and provide one of four possible responses in writing:



APPROVE AS IS



APPROVE IN PART



PROPOSE AN ALTERNATIVE



DENY

If the request is **denied**, justification should be included in the response to the employee.

If an employee believes they have been, for example, dismissed, demoted, suspended, or disciplined for making a request, they may file a complaint to the Canadian Industrial Relations Board (CIRB).

To learn more about your rights and obligations, please contact the **Labour Program**

1-800-641-4049 Teletypewriter (TTY) 1-800-926-9105

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