CHECKLIST · BUSINESS

No new right to ask to work from home: what still applies

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- [ ] **Check whether you're eligible to ask.** You need 12 months with your employer. You also need a circumstance the Fair Work Ombudsman lists, such as caring for a school-age child or being 55 or older.
- [ ] **Check your award.** If you're covered by the Clerks – Private Sector Award, you can ask to work from home under its new term.
- [ ] **Put your request in writing.** Say what change you want, such as two days a week at home, and why.
- [ ] **Employers: reply in writing within 21 days.** Give your reasons if you refuse, and say what alternative you could offer.
- [ ] **Employers: talk it through before refusing.** The law requires you to discuss the request, try to agree on an alternative and consider the effect on the employee.
- [ ] **Take a refusal or no reply to the Fair Work Commission if you can't resolve it together.** It usually starts with conciliation or mediation.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.