

Hi [insert team leader],

In reviewing my hours during the settlement period, I am now at [insert hours of work]; by the end of the settlement period, I will likely be [insert number of hours] over the 450 hours per settlement period. [L L L L]
[SEP SEP] Therefore, I would likely forfeit [insert number of hours over 450 hours]. To ensure that I do not forfeit these hours, following the the Award and the Flex Time agreement and procedures, I propose one of the following solutions:

1. Payment of time in lieu per the award.
2. Approval to carry hours over to the next settlement period hours above 30 hours (i.e. above 450 hours)
3. Payment of overtime for my hours above 7 hours a day.
4. (if you have not had all your flex days – approval to take [insert number] of flex days).
5. Amending my workload to ensure that I only have to work a 7 hour day for the rest of the settlement period.

Please advise which of these options can be implemented to ensure I am not forfeiting hours. I would be happy to meet to discuss these options.