**Alternative Work Base – Deferral Period**

Approval for an alternative work base is required for electorate and personal employees as outlined on the
[MaPS website](https://maps.finance.gov.au/). During a deferral period, the PWSS assumes the role the parliamentarian/authorised officer would have otherwise undertaken in the approval process.

Where an alternative work base is requested during a deferral period, this form should be completed and sent to HR@pwss.gov.au. The PWSS will liaise with the MaPS Help Desk to progress your request.

|  |  |
| --- | --- |
| Employee name  |   |
| Employee contact details |   |
| Are you an electorate or personal employee |  |
| Parliamentarian/employee office location  |   |
| Alternative work base location:* Home location – address not required but provide details of town/suburb/State
* Parliamentarian’s office location
* Privately funded electorate office location
 |   |
| Reason for the proposed alternative work base |   |
| Is the alternative work base location permanent or temporary (provide dates if temporary) |  |
| Any other relevant factors (e.g. if working from another Parliamentarian’s office, written approval from them as well as capacity for that office to accommodate the employee). |  |
| Have you completed the [Work Health and Safety checklist](https://maps.finance.gov.au/forms/work-health-and-safety-checklist-working-home-or-privately-funded-office-or-satellite-office) and attached the checklist to this request [ ]  |

 **Phone** 1800 747 977

 **Email** support@pwss.gov.au

**www.pwss.gov.au**