

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Flexitime Arrangement Procedures

Establishment:	Council, 1 October 1986
Last Amended:	Director, People and Culture, 31 March 2020
Nature of Amendment:	Amended to align with current Enterprise Agreement and to make procedures for flexitime arrangements clearer
Date Last Reviewed:	
Responsible Officer:	Director, People and Culture

1. Purpose

The University is committed to providing a working environment which is sufficiently flexible to meet the operational requirements of the University and workload demands while accommodating, where possible, the needs of its staff members. These procedures describe the flexitime arrangements for eligible staff provided under [clause 52.6](#) of the Enterprise Agreement 2019.

2. Scope

2.1 Flexitime is available to full-time and fractional-time professional staff members, with the exception of:

- casual employees;
- occupants of positions classified at Higher Education Officer Level 8 and above;
- Library staff working in accordance with a prescribed roster, including service beyond the ordinary hours of duty, but within normal Library opening hours;
- staff members employed in research grant-funded positions and whose work cycles extend over 28 consecutive days;
- staff members employed in areas of the University specifically excluded from the operation of these procedures by the Director, People and Culture, where other forms of flexible working arrangements are in place e.g. rostered days off; and
- staff employed as Security Officers who work on shift rosters as set out in the prevailing Enterprise Agreement.

2.2 Notwithstanding 2.1, positions classified at Higher Education Officer Level 8 and above may, by agreement between the occupant and their supervisor, and senior officer if appropriate, be granted time off in lieu of additional hours worked.

3. Definitions

Flexitime is an arrangement where leave may be taken in lieu for hours worked within the span of hours (6am – 6pm) that exceed the ordinary weekly hours of 36.75 for a full-time staff member or the hours specified in a part-time staff member's contract of employment.

Note: Any time worked outside the span of hours is to be taken as overtime or time off in lieu of overtime, as set out in clause 51 of the Enterprise Agreement.

Flexitime leave is defined as an absence from work under the provisions of these procedures.

Span of hours is defined as the period of time (Monday to Friday) during which a staff member can be required to work without incurring overtime rates, namely 6.00 am to 6.00 pm.

Carry over is defined as the number of debit or credit hours that may be carried over into the next accounting period.

Accounting period is made up of two consecutive pay periods which, for the purpose of recording time worked only, will commence and terminate at 5.00 pm on the last Friday in each accounting period.

Senior Officer means the Head of Faculty/Portfolio or School/Division or similar officer of the University.

Supervisor means the person to whom the staff member is responsible on a daily basis.

Campus means the staff member's usual place of work.

4. Procedures

A staff member may not accumulate more than 10 hours flexitime in any one week, i.e. the maximum number of hours that a staff member may work in a week is 46.75, except when required to work overtime. For a fractional-time staff member, this maximum weekly accumulation will be pro-rata to their appointment fraction.

Planned flexitime leave must have the prior approval of the staff member's supervisor.

Access to flexitime leave does not remove the need for other types of leave, such as personal or annual leave. Such leave must be formally applied for and approved in the required way.

4.1 Credit Hours

4.1.1 A staff member is not permitted to carry forward a credit of more than 10 hours flexitime into the next accounting period unless previously agreed by the supervisor.

4.1.2 Where a staff member seeks to exceed the maximum carry over of 10 hours into the next accounting period, prior approval must be sought from their supervisor. Such approval must not be unreasonably withheld. However, any credit in excess of 10 hours must be reduced as soon as is practicable in accordance with a plan that has been agreed with the supervisor.

4.1.3 Where a staff member exceeds the maximum carry over without prior approval, excess hours worked will normally be forfeited. In such cases, the staff member will be advised in writing by the supervisor.

4.1.4 Notwithstanding the above, it is recognised that there will be periods during the year which will necessitate staff carrying over in excess of the maximum 10 hours credit. In such cases, it is the responsibility of the staff member's supervisor to:

- authorise and monitor the accumulation of credit hours; and

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- provide for the reduction of any excess within a reasonable time period and in a planned way. This may include permitting the staff member to take more than the prescribed flexitime leave provision as set out in clause 4.4 until the excess is reduced.

4.1.5 A staff member that is also entitled to time off in lieu of overtime worked in accordance with clause 51 of the Enterprise Agreement, may carry over such time into the next accounting period in addition to any flexitime hours. This additional time will be managed in accordance with clause 4.1.4 above.

4.2 Debit Hours

4.2.1 A staff member may not carry forward more than 10 hours debit into the next accounting period.

4.2.2 If at the end of an accounting period the debit is greater than 10 working hours, the staff member will be required to take the excess number of hours as leave without pay, unless other arrangements have been approved by the supervisor in consultation with the senior officer. This may include use of annual leave.

4.3 Staff Secondments or Transfers

Flexitime credit or debit hours must be reduced to zero before a staff member is seconded or transferred to another area of work, except where agreed by the new supervisor.

4.4 Leave using flexitime

Subject to clause 4.1.4, flexitime can be used to take leave in accordance with the conditions set out below.

- A maximum of two full working days or four half working days or equivalent may be permitted as flexitime leave in any accounting period.
- Flexitime leave may, with the approval of the supervisor, be taken on two consecutive working days.
- Flexitime leave may be used to extend a lunch break to 2 hours.
- A staff member who becomes ill while on flexitime leave may apply for personal leave and reinstatement of flexitime credit. In such circumstances, the personal leave must be applied for in the required way.

4.5 Attendance Records

4.5.1 A staff member is required to accurately record time worked and leave taken including flexitime leave. The method of recording time to be used will be at the discretion of the supervisor in consultation with the staff member.

4.5.2 At the end of each four (4) weekly period (or fortnightly if required by the supervisor), the staff member must:

- ensure that any flexitime leave taken have been accurately recorded in the required way;
- sign and date the attendance record; and;
- submit the completed attendance record to the supervisor for approval.

4.5.3 Supervisors must sign the staff member's attendance record and ensure that:

- attendance, flexitime leave and carry overs are in accordance with the requirements of these procedures;
- any other leave taken has been formally recorded and approved; and
- flexi-time records are retained in a secure, confidential manner in the work area in accordance with State Records Act requirements (usually 7 years).

4.6 Termination of Employment

4.6.1 On termination of employment e.g. resignation, retirement, no payment will be made for any credit flexitime remaining. It is expected that any credit time will be taken before the last day of duty.

4.6.2 Debit time remaining at the time of cessation of duty will be deducted from salary due on termination of service.