

Flexible Work Arrangements - Flexible Working Hours and Rostered Day Off Procedure

Section 1 - Purpose / Objectives

(1) This procedure outlines the process regarding a request for flexible working hours (i.e. flexible start and finish times) and/or a request for a rostered day off working cycle (i.e RDO).

(2) It also implements the University's Flexible Work Arrangements Policy and must be read in conjunction with that Policy (No. POH140402000) and the relevant provisions of the University's industrial instruments.

Section 2 - Scope / Application

(3) Flexible working hours refers to staff nominating their preferred start and finish times within the span of ordinary hours/days of work (8am-6pm, Mon — Fri), for consideration by their supervisor.

(4) A rostered day off cycle refers to staff working additional time to the standard hours of duty (7 hours 21 minutes per day), in order to access a rostered day off (RDO) either every fortnight (i.e. a 9 day cycle) or every four weeks (i.e. a 19 day cycle). RDOs are not an automatic entitlement and must be approved by an employee's supervisor.

(5) The right to request flexible working hours applies to all staff.

(6) The right to request an RDO cycle applies to all continuing and fixed-term professional staff up to and including those at a HEW 7 level.

(7) An RDO working cycle is not available to casual, shift-work or fractional (i.e part-time) staff or staff electing to work on a flexible employment cycle (i.e. 46/52, 47/52, 48/52, 49/52, 50/52 and 51/52).

Section 3 - Definitions

(8) Nil

Section 4 - Policy Statement

(9) Nil

Section 5 - Procedures

Part A - Roles and Responsibilities

Role	Responsibilities
Managers / Supervisors	Implement the University's Flexible Work Arrangements Policy and the applicable procedure in the manner outlined.
Staff	Comply with the University's Flexible Work Arrangements Policy and applicable procedure.

Part B - General

(10) All requests will be considered on a case-by-case basis in accordance with the Flexible Work Arrangement Policy, this procedure and the relevant provisions of the applicable industrial agreement.

(11) While nominating or varying start and finish times, and/or accessing a rostered day off is not an automatic entitlement, the University will not refuse any request that can be reasonably accommodated within operational requirements.

(12) The University has additional obligations to staff who are seeking to vary their work arrangements due to parenting or carer responsibilities. The University will not unreasonably refuse to accommodate the responsibilities that the person has as a parent or carer.

Part C - Application process

Staff Request

(13) On appointment, all professional staff are required to complete the Working Hours Form (HR29) nominating their preferred work pattern.

(14) Where practicable, requests for flexible working hours and RDO cycles should be discussed between the staff member and the relevant supervisor/manager in the first instance.

(15) Applications for flexible working hours and an RDO working cycle must be made in writing (using the People & Culture Working Hours Form (HR29) and submitted to the appropriate manager/supervisor.

(16) Where the request relates to an RDO working cycle, the request should outline the following:

- a. proposed days, dates and/or hours of the cycle (where relevant);
- b. anticipated commencement date, review date and finish date, if applicable;
- c. any anticipated interruption to customer service, supervision or other communication or cost implication and how that maybe mitigated.

(17) When completing the Working Hours Form (HR29), professional staff must nominate one of the following:

- a. 20 days in a 28 day cycle (i.e. standard five day week)
 - i. Eligible staff electing to work a standard five day week:
 - are required to work a 7.35 hour day (7 hours and 21 minutes) within the span of ordinary hours;
 - may seek approval from their supervisor/manager for flexible start and finish times for each individual day, or for the entire standard week, ensuring that they work an average of 36.75 hours per week for a standard five day week;
 - do not have access to an RDO;
 - will have sick leave, annual leave and long service leave deducted at the rate of 7.35 hours per

working day; and

- will be required to take a lunch break of a minimum of 30 minutes.

b. 19 days in a 28 day cycle

i. Subject to approval by the supervisor, eligible staff nominating to work 19 days in a 28 day cycle:

- are required to work an average of 7.74 hours per day (7 hours and 44 minutes) within the span of ordinary hours;
- may negotiate variable start and finish times for each individual day/s, ensuring that they work an average of 38.7 hours per week (inclusive of the RDO accumulated time); and
- accumulate RDO time for completed days of work and public holidays.

c. 18 days in a 28 day cycle (i.e. a nine day fortnight)

i. Subject to approval by the supervisor, eligible staff nominating to work a nine day fortnight:

- are required to work an 8.17 hour day (8 hours and 10 minutes) within the span of ordinary hours;
- may negotiate variable start and finish times for each individual day/s, ensuring that they work an average of 40.85 hours per week (inclusive of the RDO accumulated time);
- accumulate RDO time for completed days of work and public holidays.

Consideration of request

(18) Applications for an RDO working cycle and/or flexible working hours must be considered and determined by a delegated officer in accordance with the People and Culture Delegations Policy, this procedure and the University's Flexible Work Arrangements Policy. The relevant provisions of the applicable industrial instrument should also be applied.

(19) An RDO working cycle and flexible working hours may be approved as an ongoing arrangement or for a fixed term duration. Supervisors may consider approving a request for a 3 month trial period to provide both parties an opportunity to assess the suitability of the arrangement.

(20) Where applicable, a request to renew or continue an RDO working cycle or flexible working hours arrangement should be made at least 4 weeks prior to the proposed start date or expiration date of the current arrangement.

Declining a request

(21) Where a request is not granted, supervisors/managers should seek advice from People and Culture.

(22) The decision not to approve the request should be discussed verbally with the employee in the first instance. Wherever possible, alternatives should be considered before a final decision is made.

(23) The final decision must be communicated to the staff member in writing within 21 days of receiving the request. The decision must clearly set out the reasonable business grounds upon which the decision was made.

(24) A copy of this documentation should also be placed on the employee's employment file. All employment records should be retained in accordance with the University's Record Management Policy.

Approving a request – People and Culture Processing

(25) Once a request for either or both flexible start and finish times and an RDO working cycle has been endorsed by the supervisor/manager, the completed Working Hours Form (HR29) should be submitted to People & Culture for processing.

(26) Where the request is granted, the decision must be communicated to the employee in writing no later than 21 days following receipt of the application.

Implementation Process

(27) Staff members must apply to take an RDO via HR Zone. When an employee wishes to take an RDO on a day they would ordinarily work, they must seek approval from their manager and provide reasonable notice where possible.

(28) Supervisors must monitor RDOs taken by staff members via HR Zone to ensure that:

- a. The RDO time taken by staff members matches their records; and
- b. Staff do not utilise more than 1 day of negative RDO balance.

(29) Supervisors should be mindful that the University has additional responsibilities to staff with parental/carer responsibilities and requests to take accrued RDOs for these reasons, should be accommodated wherever practicable.

Review of the Arrangement

(30) An RDO Working cycle and flexible working hours may be reviewed and evaluated at any time if relevant circumstances change. The agreement may be varied or replaced by another written agreement between the University and the staff member.

Termination/variation of the Agreement

(31) The University and staff member may discontinue an RDO cycle and/or flexible working hours at any time by mutual agreement. A suitable notice and transition period may be required, which would normally not be less than 4 weeks.

(32) Where for operational requirements it is necessary to change the established RDO working cycle of a staff member (within the span of ordinary hours), or to change work rosters in order to better meet the needs of the work area, supervisors should consult with staff beforehand and provide a reasonable notice period and rationale for the proposed change.

(33) Staff working under an RDO working cycle or flexible start and finish times who move to a new position or whose job is reclassified may need to reapply for the flexible work arrangement and discuss suitable arrangements with the new relevant supervisor.

(34) Any change proposed to the agreed flexible hours of work arrangement must be approved in writing by the supervisor before commencement.

Commencement

(35) A RDO working cycle and flexible start and finish times can commence at a mutually agreed time between the staff member and their supervisor/manager, on the condition that sufficient notice or consultation has been provided to satisfy the requirements outlined and the required documentation has been submitted to People and Culture for processing.

Section 6 - Guidelines

(36) [Flexible Work Arrangements Toolkit](#) (located under 'Flexible work and parental leave').

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