

Designated officer: Director, Human Resources

Date reviewed: 29 November 2005

## Contents

- Overview
- Operation of the flexible hours arrangement
- Accumulating flex time
- Taking flex time
- Recording hours worked
- Maximum carry over
- Staff responsibilities
- Supervisor responsibilities

## Flexible hours arrangement

### Overview

The flexible hours arrangement provides staff and the University flexibility to achieve a better balance between the personal lives and working times of staff, while giving priority to the University's operational needs and the maintenance of acceptable workflows.

The flexible hours arrangement allows for staff to accrue time, 'flex-time', during a 4 week work cycle, that can then be taken as time off work without loss of pay at a later date.

These arrangements require a commitment from both staff and supervisors to ensure that work areas are adequately resourced to perform their functions at all times. Hence, access to the flexible hours arrangement is at all times subject to the work area's operational requirements.

The flexible hours arrangement is available to all Professional Staff and ELICOS Teaching staff excluding casual staff and staff employed on a shift basis.

### Operation of the flexible hours arrangement

Staff and supervisors will cooperate in planning staff working times, including time-off, to ensure that adequate resources are available to service organisational requirements. Whilst individual needs will be taken into account under a flexible hours arrangement, the supervisor may change or revoke a flexible hours arrangement in order to meet the work demands of the work area.

The accumulation of flex-time will be calculated over a 4 week cycle, normally to a maximum of 14.5 hours, and the maximum carry over between the four week work cycle will normally be 10 hours. The operation of the flexible hours arrangement should ensure that either a zero or credit flex-time balance is maintained.

Disputes between staff regarding working times and access to time off under a flexible hours arrangement are to be negotiated between the staff concerned. Failing agreement between the staff members, the matter will be referred to the supervisor and the supervisor's decision will be final.

### Accumulating flex time

Staff can choose to build up a credit of flex-time with the prior agreement of their supervisor. Staff can accumulate flex-time by working productive time in excess of 7.25 hours (or equivalent fractional hours) during the daily spread of hours (normally 6am to 6pm), to a maximum of 14.5 hours in a four week work cycle. A minimum 30 minute lunch break must be taken as part of ordinary hours.

Staff cannot accumulate flex-time unless work is available to be performed during the four week cycle and the work is actually performed.

An example flexible hours arrangement for 1 day off work in a 4 week cycle follows:

#### Example flexible hours arrangement

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	HOURS
8.30 - 4.30	8.00 - 4.30	8.30 - 4.30	8.30 - 4.30	8.00 - 4.30	Worked per	
Lunch	0.5	0.5	0.5	0.5	0.5	week
Totals:	7.5	8.0	7.5	7.5	8.0	38.5
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Hours
8.00 - 4.30	8.30 - 4.30	8.30 - 4.30	8.00 - 4.30	8.30 - 4.30	Worked per	

Lunch	0.5	0.5	0.5	0.5	0.5	Week
Totals:	7.5	7.5	7.5	38.5		
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday	Hours
8.30 - 4.30	8.30 - 4.30	8.00 - 4.30	8.30 - 4.30	8.30 - 4.30	Worked per	
Lunch	0.5	0.5	0.5	0.5	0.5	Week
Totals:	7.5	7.5	7.5	7.5	38	
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday	Hours
8.30 - 4.30	8.30 - 4.30	8.30 - 4.30	8.30 - 4.30	FLEX DAY	Worked per	
Lunch	0.5	0.5	0.5	0.5	N/A	Week
Totals:	7.5	7.5	7.5	7.5	30	

In the above example, the total hours worked in the four week cycle are 145 hours, which allows for 7.25 hours (one day) off work on flex-time during the four week cycle. The above table is an example only and a flexible hours arrangement can operate in a variety of combinations.

[Back to top](#)

### Taking flex time

Accrued flexi-time will be taken as time off at a time nominated by the individual staff member in consultation with their supervisor. Time off is negotiated on a team basis and the approval of the supervisor must be given prior to taking time off under the flexible hours arrangement.

Accumulated flex-time will be taken in minimum periods of 15 minutes and to ensure that staff maintain at a zero or credit flex time balance.

### Recording hours worked

Staff are responsible for recording their hours worked and are to maintain no less than a zero flex-time balance. Starting and finishing work times are to be recorded to the nearest 15 minute interval.

### Maximum carry-over

The maximum carry-over between a four week work cycle will normally be 10 hours accumulated flex-time. Accumulated flex-time in excess of 10 hours at the end of any four weekly work cycle is normally forfeited.

[Back to top](#)

### Staff responsibilities

Staff must ensure that they are working their prescribed hours in a four weekly work cycle. For example, a full-time staff member is expected to work 145 hours in each four weekly work cycle. Staff are responsible for recording hours worked and are to maintain no less than a zero flex time balance.

Staff may elect not to take advantage of flex-time in any four weekly cycle due to personal or work circumstances following discussion with and the agreement of their supervisor.

A staff member who does not comply with the flexible hours arrangement guidelines will be counselled and if they continue to fail to comply, may be denied access to flexible hours.

### Supervisor responsibilities

Supervisors will ensure that the flexible hours arrangement guidelines are followed and that adequate resources are available to service the needs of the work area and the University. Supervisors will monitor the flexible hours arrangements within their work areas to ensure the equitable distribution of flex-time taken, that all flex-time balances are reasonable and that they reflect the operational needs of the work area.

END

[Back to top](#)