

Flexible Work Policy

Section 1 - Purpose

(1) As an employer of choice, the University of Canberra (University) remains committed to providing a range of flexible working options aimed at assisting employees to meet family and personal obligations and support a healthy work-life balance.

(2) This Policy explains the University's flexible work benefits and how employees can access them, and covers:

- a. flexible work arrangements, and
- b. other flexible work benefits such as:
 - i. flextime, and
 - ii. purchased leave.

Section 2 - Scope

(3) This Policy applies to all University employees.

Section 3 - Principles

(4) All employees can apply for a formal flexible work arrangement, which is an ongoing agreement between an employee and the University for a change in their working arrangements. Employees can also apply to access the University's flexible working benefits, including flextime and purchased leave.

(5) In addition to our formal flexible work arrangements and benefits, the University encourages employees and their Managers to adopt informal flexible work practices within their team, balancing busy periods with quiet periods and remaining flexible while ensuring the University's operational needs are met.

Flexible Work Arrangements

(6) The following are examples of flexible working options that employees can request from their Manager. This does not represent an exhaustive list, and all requests for flexible working will be considered in line with legislative requirements and within the scope of this Policy:

- a. a change to the pattern of working hours
- b. a change to the hours of work (e.g. part-time hours)
- c. job share arrangements
- d. career breaks, and/or
- e. a change in work location, or teleworking.

(7) Employees requesting flexibility arrangements must submit a written request to their Manager. The request should clearly outline the change sought and reasons for the change. It should also address issues such as the potential

effect on workplace operation, potential effect on colleagues, and how their productivity will be maintained or increased as a result of the change.

(8) Where possible, within 14 days of receiving the request, the employee and their Manager will meet to discuss the request. Managers will give consideration to the request or consider suitable alternatives agreeable to the employee and the organisation.

(9) The Manager will respond to the employee's flexible work request within 21 days of receipt, either granting or refusing the request. Requests for flexible work will be considered in accordance with governing legislation and the [Enterprise Agreement](#), as well as in the context of employee needs, the provision of customer service and operational requirements.

(10) Requests for flexible working will only be refused on reasonable business grounds which are compatible with statutory guidelines. Should the request be refused, the University will outline the operational reasons for the decision in writing.

(11) Where the employee and their Manager agree to flexible working arrangements, an agreement will be signed, and a copy will be placed on their personnel file. The agreement will normally contain a 12 monthly review to ensure that the arrangements remain consistent with the employee's requirements, and/or the operational requirements of the University. People and Diversity will assist the Manager and employee to determine whether the arrangements require a written understanding, or an Individual Flexibility Agreement (IFA) (see definition below).

Other Flexible Work Benefits

(12) Part of the University's suite of flexible work benefits includes flextime and the option for staff to purchase additional recreational leave.

Flextime

(13) Professional employees from UC Level 1 to UC Level 7 may access flextime in accordance with clause 54 of the Enterprise Agreement and the [Flextime, Overtime and Time Off In Lieu Guidelines](#) associated with this Policy.

(14) Employees need to apply and be approved by their Manager before they can accrue flex.

Purchased Leave

(15) Employees may purchase additional leave if they have used all of their available recreational and long service leave entitlements. The [Leave Guidelines](#) provide detail on the application and process to purchase leave.

Section 4 - Responsibilities

Who	Responsibilities
Employee	<ul style="list-style-type: none">• Being familiar with this Policy, Leave Guidelines and Flextime, Overtime and Time Off In Lieu Guidelines, prior to applying to access these benefits;• requesting flexible work arrangements they seek to access in writing; and• applying to purchase leave and/or access flextime, in accordance with the Leave Guidelines and Flextime, Overtime and Time Off In Lieu Guidelines.
Manager	<ul style="list-style-type: none">• Being familiar with this Policy, Leave Guidelines and Flextime, Overtime and Time Off In Lieu Guidelines, and contacting People and Diversity if they need clarification;• responding to flexible work requests in accordance with this Policy, including meeting with the employee within 14 days (where possible) and responding to the request in writing within 21 days; and• encouraging informal flexible work patterns within their team.

Who	Responsibilities
People and Diversity	<ul style="list-style-type: none"> Assisting employees and Managers formalise flexible work arrangements through a written understanding or IFA. Advising Managers on responding to flexible work requests.

Section 5 - Procedures

(16) Nil.

Section 6 - Definitions

Terms	Definitions
Reasonable business grounds	<p>Reasonable business grounds for refusing a request for flexible working arrangements include but are not limited to:</p> <ul style="list-style-type: none"> The new working arrangements requested by the employee would be too costly for the employer. There is no capacity to change the working arrangements of other employees to accommodate the new working arrangements requested by the employee. It would be impractical to change the working arrangements of other employees, or recruit new employees, to accommodate the new working arrangements requested by the employee. The new working arrangements requested by the employee would likely result in significant loss of efficiency or productivity. The new working arrangements requested by the employee would likely have a significant negative impact on the customer service.
Individual Flexibility Arrangement (IFA)	<p>An Individual Flexibility Arrangement (IFA) can be used to vary certain terms of an Enterprise Agreement as it applies to that particular employee covered by the IFA. For more information, please see your HR Business Partner.</p>

Status and Details

Status	Historic
Effective Date	27th August 2019
Review Date	27th August 2022
Approval Authority	Vice-Chancellor
Approval Date	18th April 2023
Expiry Date	2nd December 2024
Custodian	Wendy Flint Chief People Officer
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