F 3 Flexible Work Arrangements

Flexible Work Arrangement Policy

Entitlement

***[Insert business name]*** (the Company) may, subject to this policy and applicable legislation, agree to allow an employee to change their conditions of employment to accommodate the employee’s personal circumstances in particular situations.

An eligible employee (see below) may request that the Company agree to flexible work arrangements because they are in one or more of the following circumstances:

* they are a parent;
* they are responsible for the care of a child who is of school age or younger;
* they have a disability;
* they are 55 years or older;
* they are experiencing family or domestic violence;
* they are a carer; or
* they are providing care or support to a member of their immediate family or household because they are experiencing violence from a family member. (The changes in working arrangements must relate to changes that would assist an employee to care for that person.)

Flexible work arrangements include arrangements in relation to:

* patterns of work hours, e.g. working part-time;
* number of work hours, e.g. flexible start and finish times;
* staggered return to work after parental leave, e.g. returning part-time and building up to full-time;
* unpaid leave arrangements;
* scheduling of staff meetings;
* limitations on work travel;
* working from home;
* job-sharing; and
* purchasing leave.

Changing work arrangements may be for a fixed or indefinite period of time.

Eligibility

To be an ‘eligible employee’, i.e. to be able to make a request for flexible work arrangements, an employee must:

* have been employed for at least 12 months − if the employee is a casual employee, the employee must be employed on a regular and systematic basis with an expectation of ongoing work;
* make a request in writing to the Company (refer to the request for flexible work arrangements form) in which the employee:
  + sets out the proposed change; and
  + sets out the reasons for the proposed change.

Requests for flexible work arrangements should be made to ***[insert the name of the position that will have authority to make decisions on whether to approve the request]***.

Process

Once an Eligible Employee has made a request for flexible work arrangements, the Company will:

* ***[arrange a meeting between the employee and their manager to discuss the request –***

***if the Company considers that it would benefit from receiving further details of the proposed change(s) and the reasons for the proposed change(s)] [optional, delete as appropriate]***; and

* provide the employee with a written response within 21 days stating whether the Company will grant or refuse the employee’s request.

The Company will only refuse an eligible employee’s request on reasonable business grounds.

In making its decision, the Company will take into account the following circumstances:

* the nature of the employee’s work circumstances;
* the nature and cost of implementing the proposed arrangements;
* the financial circumstances of the Company at the time of the request;
* the nature and size of the Company’s business and its operational requirements;
* the effect of the proposed arrangements on the Company (not limited to the financial impacts);
* the effect of the proposed arrangement on other employees;
* the limitations imposed under applicable industrial laws (e.g. provisions of modern awards that deal with hours of work, breaks, etc.), workplace health and safety laws and workers’ compensation laws;
* the proposed commencement date of the arrangement and how long it is proposed to operate; and
* whether there is sufficient information provided by the employee for the employer to make a decision.

Employees should take independent advice on the effect that the granting of the request may have on their accrued entitlements and the resulting financial impacts on them.

Related policies

This policy applies in conjunction with the following policies:

* Equal Opportunity Policy;
* Workplace Health and Safety Policy;
* Grievance Policy; and
* Code of Conduct.

Contacts

If you have any questions regarding the policy and its application, please contact ***[insert contact details]***.

If you have questions relating to your rights relating to your family responsibilities generally, consider contacting:

* Australian Human Rights Commission *(*[*www.humanrights.gov.au*](http://www.humanrights.gov.au)*)*;
* Office of the Fair Work Ombudsman *(*[*www.fairwork.gov.au*](http://www.fairwork.gov.au)*)*; and
* ***[insert the anti-discrimination body in your state or territory]***.