



# FLEXIBLE WORK POLICY

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The Company aims to be an employer of choice and to fully comply with obligations under Federal and State/Territory laws regarding parental leave and providing flexible working conditions.

Flexible Working Arrangements allow employees to work non-standard hours, work on a part-time or job-share basis, or away from their normal workplace, whether as part of their ongoing employment arrangements or for a fixed term period.

Flexible Working Arrangements provide benefits by attracting and retaining skilled and qualified employees who do not wish to work full-time or because their personal circumstances do not allow them to work full-time. They provide employees with the time to deal with family and other personal responsibilities.

The Flexible Work Policy is not incorporated into and does not form part of an employee's employment contract. Rather, it provides guidelines for employees and managers, and summaries of applicable legislation.

## TYPES OF FLEXIBLE WORKING ARRANGEMENTS

There are many ways that employees requiring Flexible Working Arrangements may be accommodated. Some of the common Flexible Working Arrangements include:

### FLEXIBLE WORKING HOURS

Flexible working hours may include:

- Changing starting and finishing times.
- Working more hours over fewer days.
- Working additional hours to make up for time taken off.
- Lengthening or shortening the hours on any given day.
- Reducing, increasing or changing the days of the week.

### PART-TIME WORK

Part-time work provides employment opportunities to employees for whom full-time work is not suitable, with the benefit of continuity of employment and pro rata accrual of benefits. Part-time work may be agreed for a fixed period or as part of an ongoing arrangement.



Part-time work, or a job share arrangement, may be suitable to parents who wish to make a gradual return to work following parental leave. It may also be suitable for more mature employees who wish to transition to retirement.

### **JOB SHARING**

Job sharing is a voluntary arrangement in which one full-time position is shared between two employees, each working part-time on a permanent basis. The employees do not have to work equal hours.

Job sharing is a way of recruiting and retaining qualified employees who do not wish to work full-time or whose personal circumstances do not permit full-time work. Job share arrangements may be agreed for a fixed period or as part of an ongoing contract of employment.

### **AD HOC FLEXIBILITY**

Employees may request flexible working on an ad hoc, one-off, or irregular basis to suit their personal circumstances. This may include allowing an employee to attend an outside work appointment and 'make-up' the time on another occasion. Ad hoc flexibility must be agreed between the employee and their manager prior to the arrangement occurring.

### **REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS**

The Company will consider all reasonable requests by an employee for flexible working arrangements where an employee:

- Is a parent, or has the responsibility for the care, of a child who is school age or younger.
- Is a carer (as defined in the Carer Recognition Act 2010) e.g. if they are carer for an elderly parent.
- Has a disability.
- Is 55 or older.
- Is experiencing family or domestic violence.
- Is caring for or supporting an immediate family or household member who requires care or support because of family or domestic violence.
- The Company will not unreasonably refuse such a request.

An employee must have at least 12 months' continuous service with the Company to be eligible to make a request for a Flexible Working Arrangement under the National Employment Standards. However, the Company will also



consider requests from employees with less than 12 months' continuous service.

A request for flexible working arrangements must be in writing and set out the change sought and reasons for the change.

The Company will give the employee a written response to the request within 21 days, stating whether the request is granted or refused.

A request will only be refused on reasonable business grounds, which may include if the arrangement would:

- Be too costly for the Company.
- Require impractical changes to working arrangements of other employees or require recruitment of new employees.
- Detract from the employee's ability to fulfil the requirements of their position (or their team's effectiveness).
- Result in a significant loss in efficiency or productivity.
- Give rise to an unsafe work environment.
- Be likely to have a significant negative impact on customer service.

Rather than refusing a request, the Company may go beyond its minimum legal requirements and be open to discussing the request and come up with an approach that would accommodate the needs of both parties.

## **FLEXIBILITY FOR EMPLOYEES WHO TAKE PARENTAL LEAVE**

The Company aims to be an employer of choice and to fully comply with obligations under Federal and State/Territory laws regarding parental leave and providing flexible working conditions. This may include eligibility for Government funded Paid Parental Leave.

The Company will facilitate payment of the government Paid Parental Leave Scheme should it meet the eligibility criteria. This scheme is managed by the Government, and more information can be found via MyGov or Centrelink.

## **UNPAID PARENTAL LEAVE**

Under the *Fair Work Act 2009*, employees who have completed 12 months' continuous service are entitled to unpaid parental leave (maternity, paternity, adoption and related kinds of leave).

The primary entitlement to unpaid parental leave is 12 months following birth/placement, to be shared between both parents.

In addition to the basic entitlement to unpaid parental leave, one parent may request an additional 12 months of leave, which will only be refused after



discussing the request with the employee and based on reasonable business grounds.

Refer to the *Parental Leave Policy* for further details.

### **FLEXIBLE PARENTAL LEAVE**

There is also flexibility associated with employees who take Parental Leave. An employee may take up to 30 days of unpaid parental leave (flexible unpaid parental leave) during the 24-month period starting on the date of birth or day of placement of the child. Flexible unpaid parental leave may be taken as:

- A single continuous period of one or more days; or
- Separate periods of one or more days each.

Flexible unpaid parental leave comes out of the employee's entitlement to 12 months of unpaid parental leave. Other unpaid parental leave must be taken before the flexible unpaid parental leave commences.