



POLICY

Policy Title: Flexible Working Hours

Policy Owner: Director Human Resources Service Centre

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1. INTENT

The purpose of this policy is to provide professional staff with a system of flexible working hours where such a system is appropriate and can be reasonably accommodated by the requirements of the organisation.

2. ORGANISATIONAL SCOPE

All professional staff

3. DEFINITIONS

TERM	DEFINITION
Approved Leave	Leave of a particular type as provided in the employee's relevant industrial instrument. Examples are; annual recreational leave and sick leave.
Band Width	The interval between the earliest permissible starting time and the latest permissible finishing time each day Monday to Friday inclusive. The

	band width is not applicable to staff who are required to work shifts. The band width is 6:00 am to 7.00 pm.
Absence during core time	Absence, other than approved leave, during the core period utilising credit hours, or debit hours is to be made up at a later time. Absence during core time shall be approved prior to being taken, by the appropriate Head of School/Centre or nominee.
Core Period	Working periods, Monday to Friday inclusive, when staff shall be on duty unless on approved absences during core time. The core periods are: 10:00 am to 12:00 noon; and 2:00 pm to 4:00 pm
Credit Time	Approved time worked in excess of 150 hours, per settlement period, within the band width. Credit time may be accumulated and used for leave purposes but no more than 7 hours and 30 minutes at the end of each settlement period may be carried forward to the next period. Credit time in excess of 7 hours and 30 minutes at the end of each period is forfeited.
Debit Time	The amount by which the approved time worked by a staff member during a settlement period and within the band width falls short of 150 hours is debit time. Debit time of up to 7 hours and 30 minutes may be carried forward to the next period. Where debit time exceeds 7 hours and 30 minutes the staff member concerned shall be required to take leave without pay for the time necessary to reduce debit hours to those specified above. Staff members having excessive debit time may be placed on standard working hours in addition to being required to take leave without pay.
Flexible working hours period	During these periods staff may select their starting and finishing times, subject to the satisfactory completion of their daily duties, and with the concurrence of their Supervisor. These periods are: 7:30 am to 10:00 am; 12:00 noon to 2:00 pm; and 4:00 pm to 7:00 pm
Lunch Break	A staff member working flexible hours shall take a meal break between 12 noon and 2.00 pm of not less than 30 minutes. A lunch break shall not exceed 90 minutes.
Required Hours	Staff are required to work 150 hours per settlement period subject to allowance made for credit and debit time. The maximum number of

	hours which may be worked in a day is 10. No more than two 10 hour days may be worked in any one week. Staff are not permitted to work for longer than five hours without a meal break of at least 30 minutes duration
Settlement Period	For recording purposes there shall be a settlement period which shall consist of four consecutive Monday to Friday periods (150 hours).

4. POLICY CONTENT

4.1 Where this policy is silent on any matter or conflicts with the employee's industrial instrument's provisions, those provisions shall prevail.

4.2 Staff shall be required to elect the option they prefer and such election shall be approved by the Head of School/Centre or nominee before implementation. An election shall be approved only if the Branch concerned can be properly staffed, services maintained, and staff gainfully employed at all times. Once made and approved an election cannot be changed without the express written approval of the Head of School/Centre or nominee, and only then at the end of a settlement period. The options are:

4.2.1 Option 1: Standard hours, Monday to Friday, which are from 8.30 am to 4.45 pm with a 45 minute lunch break at either 12.15 pm or 1.00 pm. Other standard fixed hours approved by the Director, Human Resource Service Centre.

4.2.2 Option 2: Flexible working hours, Monday to Friday. Staff select their own starting and finishing times within the band width 6:00 am to 7.00 pm and shall work for a core period each day.

4.3 Flexible Working Hours Option

4.3.1 Staff shall be permitted to select the flexible working hours option only where work can be rescheduled with certainty and, where relief is required; such relief is readily available from within the organisational area concerned.

4.3.2 Credit hours may be accumulated to enable absence during core time in accordance with an approved pattern suitable to the relevant School/Branch, such as one half day per week, one full day per fortnight, or one full day per settlement period.

4.3.3 Individual daily time records shall be maintained by staff.

4.3.4 Notwithstanding any other provisions in these guidelines, staff working shifts may be required to work specific hours of duty to ensure that the work of a Branch is properly carried out.

4.4 Responsibility and Supervision

4.4.1 The responsibility for determining whether flexible working hours can be made available to any eligible officer is vested in the Head of School/Centre or nominee. When requested the Director, Human Resources, shall review a case where flexible hours are not permitted for a particular officer. Should an

officer be dissatisfied with the decision of the Director, Human Resources, an appeal may be made to the Vice-Chancellor.

- 4.4.2** No member of staff should be permitted to be absent from duty as a result of flexible working hours where the University shall, as a result, incur additional costs or an unacceptable reduction in service. There are, clearly, many areas in Schools/Centres and offices where flexible working hours cannot be made available to staff because of service requirements.
- 4.4.3** Where a staff member intends to work longer hours to accumulate time credits towards flexible working hours leave it is the responsibility of supervisors to ensure:
- a. that additional work is available and is required to be performed during those longer hours; and
 - b. that satisfactory arrangements can be made for the time to be taken as leave.
- 4.4.4** A staff member granted flexible working hours leave shall take the leave in accordance with an approved roster arrangement. Staff should be treated equitably so that, subject to work requirements, their preference for certain days to clear the leave is taken into account in the overall allocation of days off.
- 4.4.5** Absence during core time shall be formally documented by the approving officer initialling the Personal Record Sheet at the appropriate place prior to the core leave being taken, or supplying a standing written approval to be held on the staff member's staff file.
- 4.4.6** The supervision of flexible working hours is the responsibility of the Head of School/Centre or nominee.
- 4.4.7** Line Managers shall monitor the operation of flexible working hours and check the Personal Record Sheets for accuracy and conformity with this policy.
- 4.4.8** If an employee who works flexible working hours ceases employment it is the responsibility of the Supervisor / Manager to inform payroll of any credit or debit that employee has incurred.
- 4.4.9** Any abuse of the flexible working hours provisions may result in the withdrawal of flexible working hours option and the reintroduction of standard hours for that person, branch, or Centre, as judged appropriate in the overriding interest of University efficiency.
- 4.5** **Records to be Kept for Flexible Working Hours**
- 4.5.1** Staff who elect for flexible working hours shall be required to keep a Personal Record Sheet.
- 4.5.2** The Personal Record Sheet shall be filled in at the time when an employee commences each day, leaves for lunch break, returns from lunch, and finishes at the end of each day or at any other time an employee commences or ceases duty. The sheet shall not be filled in retrospectively.

- 4.5.3** Staff members found deliberately falsifying entries on the Personal Record Sheets shall be subject to disciplinary action.
- 4.5.4** Personal Record Sheets shall be conveniently located for easy access by both staff completing them and authorised personnel reviewing the records.
- 4.5.5** Where abuses of flexible working hours are discovered, the matter shall be brought to the attention of the Head of School/Centre or nominee for immediate remedial action. Where such problems continue, it will be recommended to the Head of School/Centre that the offending employee be directed to work standard hours.
- 4.5.6** At the end of each four week period, staff are required to check thoroughly the arithmetical accuracy of their own Personal Record Sheets before signing and dating them.
- 4.5.7** Head of School/Centre or nominee shall certify the validity of each Personal Record Sheet by signing and dating it.
- 4.5.8** Certified Personal Record Sheets will be held by the relevant School or Centre.

4.6 Leave for Staff on Flexible Working Hours

4.6.1 Rostered Time Off

Staff who wish to use the flexible working hours option to accumulate credit time for one half day a week, one full day a fortnight or one full day per settlement period off may do so subject to the prior approval of the Head of School/Centre or nominee.

4.6.2 Annual Recreation Leave

Each day of Annual Recreation Leave shall be credited and debited as 7 hours and 30 minutes.

4.6.3 Public Holidays

Each Public Holiday shall be credited as 7 hours and 30 minutes.

4.6.4 Sick Leave

- a. Sick Leave shall be recorded in hours and minutes and the maximum credit, and debit, for a full day's sick leave is 7 hours and 30 minutes.
- b. When a staff member reports for duty and subsequently leaves because of illness, the staff member shall be credited for the time worked and with sick leave up to a total time of 7 hours and 30 minutes for that day.
- c. Where a staff member takes sick leave and subsequently commences work on the day, the staff member shall be credited with sick leave and with time worked up to a total time of 7 hours and 30 minutes for that day.

4.6.5 Absence During Core Time

Absence during core time shall be granted only in advance utilising credit hours, or debit hours to be made up at a later time, when such an alternative is approved as a special arrangement.

4.6.6 All Other Leave

All other leave shall be recorded in hours and minutes. The maximum credit, and debit, for a full day's leave is 7 hours and 30 minutes.

4.7 Overtime for Staff on Flexible Working Hours

4.7.1 Staff members receiving at least one day's prior notice to work overtime, shall be required to work standard hours of 8.30 am to 4.45 pm on the day(s) that overtime is to be worked.

4.7.2 Staff members required to work overtime at the conclusion of a day, with less than one day's notice, may, subject to the five hour rule, elect to continue working flexitime to 7.00 pm or to be paid overtime for all time worked after 4.45 pm.

4.7.3 Staff members required to work overtime at the beginning of a day, with less than one day's notice, may elect to work flexitime from 7.30 am or to be paid overtime up to 8.30 am

4.8 Relief in Positions Subject to Other Working Arrangements

4.8.1 Where a staff member is required to relieve in another position which is subject to a different working arrangement, the staff member relieving shall observe, wherever possible, the working arrangement applicable to the position in which the relief is being carried out.

4.8.2 A period of relief to be carried out in a position where the substantive occupant works either a 4.5 day week, 9 day fortnight or 19 day month on a regular basis shall not commence or cease the relief on the substantive occupant's special rostered period off.

4.8.3 Any period of relief carried out which results in the staff member incurring a debit, or credit, of hours outside of 150 hours a settlement period shall be entitled to an adjustment upon return to the substantive position, subject to consultation with the Head of School/Centre or nominee.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Professional Staff are required to comply with the content of this policy and seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [Academic and Professional Staff Union Collective Agreement 2013](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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