**Flexible Working Arrangements Policy**

**Purpose**

Company Name (‘short name’) is committed to creating an environment where a balance between work and private life is achievable. All requests for flexible arrangements will be assessed according to this Policy. Company short name recognizes that every situation is unique, and as such each request will be assessed on its own merits, taking into account the nature of the role and the operational requirements of Company short name.

**Scope**

This Policy will apply to full-time and part-time employees who have completed at least 12 months of continuous service with Company short name immediately before making a flexible working arrangement request.

Casual employees are entitled to make a request if:

* they have been employed by Company short name on a regular and systematic basis for a sequence of periods of employment of at least 12 months immediately before making the request; or
* there is a reasonable expectation of continuing employment by Company short name.

The above employees are referred to as ‘Eligible Employees’.

These guidelines apply to all Eligible Employees of Company short name, who wish to access any of the following flexible work arrangements. The types of flexible work arrangements considered by Company short name include:

* part time employment;
* job sharing;
* flexible pattern of work hours; and/or
* work from home/telecommuting.

**Policy**

**Flexible Wok Arrangement**

Eligible Employees can request flexible working arrangements under the National Employment Standards, if they:

* are the parent, or have responsibility for the care, of a child who is school aged or younger;
* are a carer;
* have a disability;
* are 55 years or older;
* are experiencing family or domestic violence; or
* provide care or support to a member of their household or immediate family who requires care and support because of family or domestic violence.

Company short name is open to all requests for flexible work arrangements, including from employees other than non-Eligible Employees, and they will be assessed on a situational basis.

**Flexible Working Arrangement Options**

Provision of flexible working arrangements will be considered with respect to the needs of the business and client service requirements. These include:

* **Part-time work** - this involves working fewer hours than the standard full-time commitment of 38 hours. Leave entitlements are accrued on a pro-rata basis according to the number of hours worked.  Examples of part-time work include working 3 or 4 set days a week or working reduced hours per day.
* **Variable working hours** - this involves varying start and finish times whilst still maintaining full-time employment.
* **Working from home/ Telecommuting** – this involves working partially from home, provided the employee has adequate resources (IT equipment, safe working environment, internet access etc.) to do so effectively.
* **Job sharing** - an arrangement where two people share one position. This is a form of part-time working.
* **Time Off in Lieu (TOIL)** – where a day/s off will be provided for any additional day/s worked in excess e.g., working on a weekend. Further information on TOIL can be found the *Leave.*

**Flexible Working Arrangements at Company short name**

All employees are required to follow the below steps when requesting a flexible working arrangement:

1. Requests are to be made in writing to their Manager or the HR Team outlining the type of flexible working arrangement, details (whether it’s on a temporary or permanent basis), dates and the reason for the request.
2. All requests will be reviewed by the Manager and the HR Team and an outcome will be provided to the employee in writing within 21 days of the request being made.
3. The Manager will advise the employee if the request has been approved.
4. If the request has been approved, the Manager must set clear expectations and a review date of either 3 or 6 months.
5. The employee will receive a written confirmation of the approved request.
6. If the request has been rejected, the Manager will provide the employee with a written explanation as to why the decision has been made to reject the request.

**Reasonable Business Grounds**

Company short name can only refuse a request on reasonable business grounds. Reasonable business grounds can include:

* the requested arrangements are too costly;
* other employees' working arrangements can't be changed to accommodate the request;
* it is impractical to change other employees’ working arrangements or hire new employees to accommodate the request; or
* the request would result in a significant loss of productivity or have a significant negative impact on delivery of the role.

**Responsibilities**

**Company short name’s Responsibility**

It is Company short name’s responsibility to ensure that:

* there are policies and procedures in place on expectations regarding flexible working arrangements;
* management are empowered to educate their teams on a regular basis about the existence of this Policy, and their rights and responsibilities; and
* any breach of this Policy is dealt with in a fair and consistent manner.

**Managers’ Responsibilities**

Managers are required to:

* ensure their team understands the provisions outlined above;
* ensure any issues or queries raised by employees in relation to this Policy are dealt with promptly and in a fair and consistent manner;
* review and assess applications for flexible working arrangements, taking into account legislative requirements;
* provide necessary resources for employees to work flexibly; and
* manage employees’ performance and development while working under flexible arrangements.

**Workers’ Responsibilities**

At Company short name, employees are expected to:

* make themselves familiar with the content of this Policy; and
* adhere to the contents of this Policy, being sure to be proactive and speak with their Manager if they have any questions on the contents of this document.

**Relevant Reference Material**

The following documents may provide relevant supplementary information:

* Company short name’s Code of Conduct
* Company short name’s Leave Policy
* Company short name s’s Working from Home Policy
* *Fair Work Act 2009 (Cth*)

**Contact**

Should any clarification be needed for the contents of this Policy, the reader should contact your Manager or the HR Team via phone (Company phone number) or email (Company email).

**Monitor and Review**

This Policy will be reviewed from two (2) years from date of adoption.

**Approval**

This Policy was drafted on date and approved by [NAME], [POSITION TITLE], on [DATE].