

Policy – Flexibility Working Arrangements

Purpose & Scope

The Academy of Entrepreneurs provides a range of leave and flexible working arrangements to attract and retain high performing employees; to provide flexibility in meeting business needs; and to assist employees to manage their work and personal responsibilities.

Requests for flexible working arrangements form part of the National Employment Standards (NES) and provided you meet the eligibility criteria outlined below, you have a right to apply for a change to your working pattern in order to help you care for your family.

All permanent employees (full time and part time) of the Academy of Entrepreneurs are eligible and must have completed at least 12 months of continuous service.

Definitions

NES – National Employment Standards

Reasonable business grounds – where there would be a significant negative impact on the business

Flexible work arrangements – change in hours, change in pattern of work or change in location

Content

The Academy of Entrepreneurs recognises that there are times when leave and flexible workplace arrangements may assist employees to manage work and life integration, family and carer responsibilities, emergencies and other commitments.

Decisions concerning leave and flexible working arrangements should take into account the personal requirements of the employee (such as carer's responsibilities) and the operational requirements of the workplace.

Flexible working arrangements are individually negotiated and agreed to on a case-by-case basis. The arrangements may be for a defined period of time, or ongoing.

Examples of flexible working arrangements may include:

- Changes in hours of work (e.g. reduction in hours worked, changes to start/finish times),
- Changes in patterns of work (e.g. working 'split-shifts' or job sharing arrangements)
- Changes in location of work (e.g. working from home or another location)
- Part time work (permanent or temporary reduced hours)
- Time in lieu
- Unpaid leave
- Time-out for personal/family commitments (eg. doctors' visits, carer responsibilities, children's events etc)
- Flexible work environment (eg. hot-desking, working where you're required for the job your performing)

The above is not an exhaustive list of flexible working arrangements and other arrangements may be negotiated between the employee and manager and approved by the CEO.

Process

Employees should discuss their need for flexibility with their Manager and consider options for implementing alternative working arrangements that will meet both their personal and work requirements.

Flexible working arrangements which fall under legislative arrangements and those which are a change to working hours such permanent or temporary reduction (e.g part time work, job sharing etc) require a written submission to the employees' manager. The request must:

- Be in writing
- Clearly set out details of the change sought
- Identify the reasons for the change

In considering the request, the Manager will take into account the personal circumstances of the employee applying for a flexible working arrangement while ensuring that the operational needs of the business are met. The arrangement may initially be approved on a trial basis.

The Manager will provide a written response within 21 days stating whether the request is approved or rejected. Where the application is rejected, the Manager will discuss their decision with the applicant and provide reasons in writing. Whether your request will be granted will depend on the circumstances. The Academy of Entrepreneurs will endeavour to accommodate your initial request and if this is not possible, we will aim to reach an agreement or an arrangement which balances both your needs and the needs of the business.

Informal flexible working arrangements are negotiated between the employee and their Manager. As above, when considering the request, the Manager will take into account the personal circumstances of the employee applying for a flexible working arrangement while ensuring that the operational needs of the business are met. The arrangement may initially be approved on a trial basis.

The Fairwork Australia link provides further information regarding legislative flexible working arrangements. Note: as website links may change from time to time, please search on legislative flexible work arrangements should you not be able to access the link.

Approvals & Review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	