

GUIDE TO FLEXTIME

Guidelines to be used in conjunction with Policy Flexible Working Arrangements

Guideline Owner: Director, Human Resources Services Centre

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1. INTENT

To assist employees and increase awareness of flexitime, and to provide advice into the process when such arrangements are agreed.

2. ORGANISATIONAL SCOPE

All Professional Employees excluding casuals.

3. DEFINITIONS

TERM	DEFINITION
Core Hours	Unless determined otherwise by the Line Manager, the core hours when the employee is required to be on duty is defined as Monday to Friday 10am to 12 noon, and 2pm to 4pm.
Credit Hours	<p>The hours in excess of the Settlement Period. Credit hours to a maximum of 7.5 hours total may be carried forward into the next period.</p> <p>Any Credit Hours in excess of 7.5 hours at the end of a Settlement Period are forfeited.</p>
Daily Span of Hours	As defined within the Industrial Instrument.
Debit Hours	The hours less than those required at the end of the Settlement Period. Debit hours to a maximum of 7.5 hours may be carried forward into the next period.

	Any Debit Hours in excess of 7.5 hours at the end of the Settlement Period are to be reimbursed by the employee.
Flexitime	<p>A work system agreed by a Line Manager which allows an employee to arrange their work on the basis of making up a certain number of working hours for a prescribed Settlement Period, while being allowed to</p> <p>start and finish work within a flexible Daily Span of Hours.</p>
Settlement Period	<p>The Settlement Period will consist of 150 hours being 4 consecutive weeks Monday to Friday (pro-rata for part-time staff).</p> <p>Any hours in excess of, or less than the required 150 hours will be deemed credit hours or debit hours and may be carried over into the next settlement period. A maximum of 7.5 hours can be carried over.</p> <p>Any credit hours in excess of 7.5 hours will be forfeited by the employee.</p> <p>Any debit hours in excess of 7.5 hours will be reimbursed by the employee.</p>
Ordinary Hours	The ordinary hours of work, usually 8.30am to 4.45pm, or as determined by the Line Manager.

4. GUIDELINES CONTENT

- 4.1 In accordance with the Industrial Instrument and Flexible Working Arrangement Policy, a Professional Employee may request to work flexitime.
- 4.2 A request to participate in flexitime will be agreed where it is practicable and services to students, and service levels to customers, and other employees can be effectively maintained.
- 4.3 The Relevant Line Manager when determining the appropriateness of a flexitime request will take into consideration business needs, operational requirements and the proper functioning of the work area.
- 4.4 **Operation of Flexitime**
 - 4.4.1 Where it is agreed an employee may participate in flexitime the employee may select their own start and finish times between the Daily Span of Hours, provided they perform the work required and attend at Core Hours as determined by the Line Manager.

- 4.4.2 The Settlement Period for recording time worked will consist of 4 weeks and the normal hours of work will be 150 hours pro-rata for part-time employees.
- 4.4.3 Hours to a maximum of 7.5 hours which are in excess of the 150 hours Settlement Period, will be carried over into the next settlement period. Any credit hours over 7.5 hours will be forfeited unless the Line Manager approves otherwise.
- 4.4.4 Notwithstanding section 4.4.3 of this guideline, where a Line Manager approves to carry over excess Credit Hours they must be cleared within the next Settlement Period, or where agreed by the Line Manager at a mutually convenient time and within a 6 month period. Credit hours in excess of 7.5 hours must be taken and will not be paid out.
- 4.4.5 Debit Hours in excess of 7.5 hours at the end of the Settlement Period must be reimbursed within the next Settlement Period, or where agreed by the Line Manager within a 6 month period. The employee may choose to offset the debit against their annual or long service leave entitlements, or have the salary equivalent of those hours deducted from their salary in accordance with the provisions of the Industrial Instrument.
- 4.4.6 As per sections 4.10 and 4.11 of these guidelines a Line Manager may cease a flexitime arrangement where an employee continues to have excess debit hours.
- 4.4.7 Flexitime may be taken in minimum periods of an hour to a maximum of a day where appropriate, provided prior approval from the Line Manager has been given, and the time taken is accordance with any approved roster arrangement.
- 4.4.8 The Line Manager will determine the method of recording daily attendance for the Flexitime arrangement, and the employee is responsible for maintaining and keeping this record.

4.5 Requests for Flexitime

- 4.5.1 In accordance with the Industrial Instrument and Flexible Working Arrangement Policy all requests for a flexitime arrangement must be made in writing to the Line Manager.
- 4.5.2 The Line Manager will respond to the request and advise if flexitime is agreed or refused.
- 4.5.3 Requests for flexitime will be agreed where reasonable and practicable, and may be refused on reasonable business grounds.
- 4.5.4 Flexitime arrangements will be reviewed by the Line Manager as per section 4.10 of these guidelines.

4.6 Line Manager's Responsibilities

- 4.6.1 The Line Manager is responsible for considering and assessing if a flexitime request can be accommodated. Where such requests are approved the Line Manager will need to monitor and manage such arrangements with regards to

the needs of the business area, and ensuring the provision and continuity of services during core hours.

- 4.6.2 The manner of how credit hours are accumulated and cleared (e.g. in 1 hour blocks, half day per week, 1 day per fortnight, or 1 day per settlement period) must be established and documented to the employee by the Line Manager prior to the flexitime arrangement beginning.
- 4.6.3 Where an employee works longer hours to accumulate credit hours towards flexitime the Line Manager is responsible for ensuring:
 - (i) additional work is available and is required to be performed during those longer hours;
 - (ii) required work and meal breaks in accordance with the Industrial Instrument have been observed; and
 - (iii) there is capacity for services to be maintained so the flexitime can be cleared.
- 4.6.4 An employee on a flexitime arrangement may work a maximum of 10 hours a day. No more than 2 x 10 hour days may be worked in any 1 week.
- 4.6.5 If an employee who works flexitime ceases employment it is the responsibility of the Line Manager to inform payroll of any debit hours the employee has incurred.

4.7 Core Hours

- 4.7.1 The taking of flexitime during core hours is subject to the prior approval of the Line Manager.
- 4.7.2 Employees with parental or caring responsibilities may seek approval to be absent during the core hours. When considering such requests the Line Manager will take into account the operational requirements of the area.

4.8 Impact of Leave on Flexitime

- 4.8.1 The maximum credit and debit for a full days' leave entitlement is 7 hours and 30 minutes.
- 4.8.2 Where the employee leaves the workplace due to illness, the employee will be credited for the time worked and sick leave up to a total time of 7 hours and 30 minutes for that day.

4.9 Overtime and Additional Payments

- 4.9.1 A Flexitime arrangement will not alter the ordinary number of hours the employee is contracted to work, and in accordance with the Industrial Instrument any accumulated hours will not attract any overtime, shift or other additional payment.
- 4.9.2 When an employee is provided with prior advice to work overtime, they will be required to work ordinary hours of 8.30 am to 4.45 pm, or the start time specified by the Line Manager on the day(s) overtime is required to be worked.
- 4.9.3 Where the employee is required to work unplanned overtime at the conclusion of a normal working day, the employee may subject to any work or meal break requirements within the Industrial Instrument, choose to continue working

flexitime during the Daily Span of Hours, or receive a payment for overtime for all time worked after 4.45pm.

- 4.9.4 Where the employee is required to work unplanned overtime on a normal working day and prior to 8.30am, the employee may choose to work flexitime or receive payment for overtime for time worked up to 8.30am.

4.10 Review of Flexitime Arrangements

- 4.10.1 Flexitime arrangements are temporary and will be reviewed by the Line Manager at least annually, or earlier to ensure arrangements are equitable, can still be adequately accommodated, and there is no adverse impact on the area or service deliveries.
- 4.10.2 In this review the Line Manager may determine the arrangement can:
- continue to be accommodated; or
 - continue with amendments, e.g. the manner in which credit hours are accumulated or cleared (see section 4.6.2 of these guidelines) may need to be altered; or
 - no longer be accommodated.
- 4.10.3 Employees will be provided with written advice from the Line Manager when flexitime arrangements are to be amended or cease, including reasons for the decision.
- 4.10.4 If a flexitime arrangement is amended or ceased it will coincide with a Settlement Period.
- 4.10.5 The employee will be provided with 4 weeks' notice where a flexitime arrangement is to cease. During the notice and final Settlement Period an employee must clear their credit hours and debit hours.
- 4.10.6 At the end of the Settlement Period the employee will resume working their Ordinary Hours. Any credit hours after this time will be forfeited, and any debit hours will be reimbursed by the employee.

4.11 Relief or Acting in other Position

- 4.11.1 If an employee is required to relieve in, or act in another position the Line Manager may decide during this period the flexitime arrangement cannot be accommodated, and it may be necessary for the employee to adhere to the Ordinary Hours or working arrangement applicable to the relief or acting position.
- 4.11.2 Where the relieving or acting employee would incur a debit, or credit, of hours outside of the 150 hours Settlement Period, subject to consultation with, and approval of the Line Manager an adjustment may be made when the employee resumes in their substantive position.

4.12 Return to Ordinary Hours

- 4.12.1 Where an employee fails to adhere to the flexitime operational requirements for the recording, accumulation and taking of flexitime, or continually has excess debit hours, or there are business grounds to cease the arrangement, the Line Manager will provide the employee notice to resume working Ordinary Hours consistent with sections 4.10.5 and 4.10.6 of these guidelines.
- 4.12.2 The written notice will contain the reasons why the arrangement is ceasing, and be consistent with section 4.10.3 of these guidelines.
- 4.12.3 The employee may ask the Director, Human Resources Services Centre to review the Line Manager's decision.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following:

The Director, Human Resources Services Centre has overall responsibility for the content of these guidelines and its operation in ECU.

These guidelines apply to Professional Employees employed by the University.

6. RELATED DOCUMENTS:

6.1 The policy and guidelines are supported by the following:

- [Policy – Flexible Working Hours](#)

6.2 Other documents which are relevant to the operation of the policy and guidelines are as follows:

- [ECU Enterprise Agreement](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guidelines Owner	Director Human Resources Services Centre
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8. APPROVAL HISTORY

Guidelines Approved by:	Acting Vice-Chancellor
Date Guidelines First Approved:	30 May 2018
Date last modified:	2 March 2020
Revision History:	2 March 2020 treatment of credit and debit hours aligned within guidelines when hours are carried over into the next settlement period.
Next Revision Due:	2 June 2023
TRIM File Reference	SUB69581