

# Examples of flexible working arrangement requests

## 6.1 Compressed working hours

### The situation

Tan is a full-time professional staff member working on Brisbane campus providing care for their elderly parent who recently suffered a stroke. This includes driving them to regular medical appointments. Tan considered the options available and has requested a meeting with their manager, May, to discuss moving temporarily to a compressed working week, with every second Friday a work free day to manage these caring responsibilities. Tan has not yet submitted a flexible working arrangement application form.

### The outcome

May meets with Tan to discuss their situation and acknowledges Tan has a right to request a flexible work arrangement under the *Fair Work Act* provisions due to their caring responsibilities. May considers this and after reviewing existing team arrangements agrees to a temporary change to Tan's work pattern to a compressed working week. May also takes the opportunity to check on Tan's wellbeing and offer support, including the option of contacting the Employee Assistance program. They agree that Tan will submit an application for a flexible work arrangement in Staff Connect to formalise the temporary change to their work pattern, and schedule regular catch ups to check in on how the arrangement is working.

## 6.2 Working from home

### The Situation

Remi recently commenced working in a faculty administrative position and is finding the commute time from their home longer than expected. Remi is aware that a number of colleagues work from home on certain days and understands that her Manager Li will need to consider the needs of the whole team and the university. Remi reads the FWA guidelines and the policy to be informed of the process and requests a meeting with Li to discuss.

### The outcome

Remi's manager, Li, discusses the request with Remi. Li informs Remi about the Flexible Working Arrangements Policy expectations that staff should spend the majority of work time on campus, contributing to a vibrant and collaborative working environment (Clause 3.7.c.ii). They discuss the option of revising the arrangement to spend two days working from home and attending the office for the remaining three days, which Remi agrees to. Remi submits a flexible working arrangement application, including a home workstation photo, after agreeing on an arrangement with Li.

**Note:** Li has the option of contacting their P&C Business Partner for advice and support prior to the conversation with Remi if they have any concerns or questions.

## 6.3 Adjusted start times

### The Situation

Jo is a teaching academic working in a faculty part-time, four days a week. Jo is also a parent and wants to be able to drop their child at childcare on the way to work. With the new academic year approaching, Jo plans ahead and sets up a time to discuss with their manager and academic lead adjusting start times on two of their working days to enable the childcare drop.

### The Outcome

Jo sets up a meeting with manager and academic lead, Bill. Jo explains that she'd like to start later at 9:30am two days a week, in order to drop their child at daycare on the way in to work. Jo has checked and her first class on these two days doesn't start until 10:00am. She will work later on these days to make up her hours.

Bill examines the Semester 1 schedule for the new year and finds that this request can be accommodated. Bill is aware that other teaching colleagues have similar arrangements in place on different days. Bill advises Jo that the request can be supported for Semester 1 and trialled for an initial 6-month period, which is consistent with arrangements in place for other staff. Jo can document this agreement by sending Bill an email detailing the arrangement.

Bill and Jo agree to set up a future date in the calendar to discuss how the arrangement is working before the end of the 6-month period. At this point, a new arrangement can be negotiated depending on the Semester 2 teaching allocation.

## 6.4 Seeking adjustments at work / variation to working hours

### The Situation

Priya has a chronic medical condition and has found that working full-time hours over the winter months is difficult to manage. Priya has made some preliminary enquiries to about financial and superannuation implications if they were to reduce their working hours for 3-months over the winter season. Having worked out that they can afford to reduce their salary temporarily, Priya submits a flexible working arrangement application form to their manager to approve a temporary variation to working hours due to personal ill-health.

### The Outcome

Priya has submitted a flexible working arrangement application to request a temporary change from working full-time to part-time (3 days per week) between June-August of the year. She has uploaded a medical certificate from her general practitioner to support the request.

Helena, Priya's manager, has received the flexible working arrangement application in Staff Connect. Helena is concerned that Priya has submitted personal medical information supporting the request and is unsure as to how to proceed. Helena contacts Service Central to request People and Capability assistance and is referred to the relevant People and Capability Business Partner for support and advice.

After discussion with the Business Partner, Helena arranges to meet with Priya to discuss her request and understand more about her situation to ensure her wellbeing is being appropriately supported.

. This may include an assessment of Priya's health circumstances, the gaining of consented general practitioner medical advice, and consideration of any appropriate workplace adjustments that may be required, resulting in a tailored workplace plan that can extend beyond the winter season. The plan is likely to include the temporary reduction in fraction Priya originally requested while ensuring appropriate assessment, monitoring and support.