**FLEXIBLE WORKING ARRANGEMENTS POLICY**

**Date:**

This policy establishes a framework to provide employees with the opportunity to achieve an improved balance of work, personal life and family commitments where these arrangements are compatible with the inherent requirements of the role, operational requirements and which supports compliance with relevant legislation.

**Flexible Work Arrangements may include:**

* work flexible working hours (as an alternative to normal hours of work).
* move from full time to part time employment, or vice versa.
* other reasonable flexible working arrangements as requested by employees.

**Overview**

The Company encourages the use of flexibility in working arrangements where there is mutual benefit to both the individual and the company. Consideration will be given to accommodate all flexible working arrangement requests where the request is made for valid personal reasons and where granting of the request will not adversely affect the Company.

**Flexible Working Arrangements under the National Employment Standards (NES)**

An employee may request flexible working arrangements because they:

* are a parent / guardian or have responsibility for the care of a child who is school age or younger, including returning to work after taking parental or adoption leave.
* are a carer (as defined in the Carer Recognition Act 2010).
* have a disability.
* are aged 55 years or older.
* are themselves, or a member of their immediate family experiencing family or domestic violence.
* are caring for or, supporting an immediate family or household member who requires care or support because of family or domestic violence.

Where the Company is unable to accommodate a request, the employer will provide a written response that includes the reasons and any alternative options that can be facilitated. :

**Changes to Hours/Days**

Employees are required to request changes in relation to their regular working days and/or hours in writing to their manager or supervisor. Requests must be made at least 28 days in advance of the proposed date of the change.

**Monitoring of Flexible Working Arrangements**

Flexible working arrangements may be agreed to on either a temporary trial basis or as an ongoing arrangement. Where the arrangement is temporary, it will be subject to ongoing review before a decision is made to make the arrangement ongoing.

**Confirmation of Flexible Working Arrangements**

Where agreement to a flexible working arrangement is reached, the details of the arrangement will be recorded in writing to the employee.

**Flexible working arrangements not defined by the National Employment Standards (NES)**

The Company understands and acknowledges employees may seek flexibility relating to their working arrangements on an interim or ongoing basis and which the circumstances do not strictly align with the categories outlined in this policy and which fall under the flexible work arrangements specified in the NES.

Examples of such requests include but are not limited to:

* flexible start and finish times.
* compressed hours (working more hours over fewer days).
* part time or casual work.
* working from home or another location.
* unpaid leave.
* time off in lieu.
* flexitime (allowing employees to ‘bank’ extra hours which are then exchanged for time off).

Employees are required to make requests in writing to their Manager or Supervisor. The Company will consider the request and respond in line with the timelines outlined in this policy

**Policy Approver:** Insert Title