**Guidelines for Flexi-time**

These guidelines have been developed to enable staff to enjoy a good work-life balance whilst ensuring that Explorability is able to meet its operational requirements.

**General Principles:**

* All staff are supported and encouraged to accrue and use flexi-time in a fair and equitable manner.
* The accrual and usage of flexi-time is based on trust with all staff being responsible to ensure their hours are recorded accurately.
* On week days, flexi-time is accrued on a time for time basis (e.g. one hour of additional work equals one hour of flexi-time).
* On Saturdays, flexi-time is accrued at time and a half or an hour and a half for every hour of work and on Sundays, it is accrued at double time or two hours for every hour of work.
* The accrual of flexi-time outside of normal work hours and while working from home requires prior Chief Executive Officer (CEO) approval, which will be based on the need to complete work for a specific and/or pressing deadline.
* Generally, flexi-time should not be taken at times of staff meetings as it is intended that unless a staff member is on annual leave or personal leave, attendance at staff meetings is compulsory.
* The request to use flexi-time on days adjacent to long weekends and public holidays, a period of high demand for such requests, will be considered in terms of fairness of opportunity for all staff.
* Staff will not use flexi-time on their rostered duty day. If a staff member requires time off on their duty day, it is their responsibility to ensure that another staff member covers their duty day.
* The approval of flexi-time is based on operational requirements and as a general rule, only one staff member can be on leave, including taking flexi-time, at the one time. This may be reconsidered under exceptional circumstances.

**Normal working hours and flexibility:**

* Staff are required to work 76 hours per fortnight and are encouraged to work flexibly between the hours of 7:00am and 7:00pm while ensuring they are able to meet the demands and commitments of their position.
* In the event that work outside of these hours is unavoidable, prior approval from the CEO is required.
* Office hours are from 8:30am – 4:30pm. When rostered on duty, the staff member must be available in the office during these hours, allowing for an appropriate lunch break.
* The work day starts from the time you start work (i.e., when you sit down to start work at your desk) or the time you commence work from home. The working day finishes when work in the office or work from home ceases. When travelling to meetings or training from your home, your work day starts from the time you leave home to attend the meeting or training session.
* As required under the Award, staff cannot work more than 10 hours in one day. In situations where staff may need to work more than 10 hours, this must be discussed with the CEO beforehand to determine alternative options.
* On working days adjacent to long weekends and public holidays, all staff are requested to work from 8:30 – 4:30pm as standard office hours. Requests to work different hours will be considered in terms of fairness of opportunity for all staff.

**Breaks**

* As required under the Award, a minimum 30 minute break is required after five hours of work. Staff are strongly encouraged to take the break time away from their desks.
* If staff are unable to take a break after five hours of work, this must be discussed with the CEO beforehand to determine alternative options.
* When attending all day forums, it is acceptable to include the lunch break as work time as opposed to a “break”.
* Staff are unable to work through their lunch break to accrue flexi-time.

**Maximum Credit Hours**

* It is recommended that accrued flexi-time credit hours be taken regularly in order to maintain a healthy work-life balance and avoid ‘burnout’.
* For this reason, accrued hours owing to an individual should be kept to 38 hours or less. Flexi-time credit that may exceed 38 hours, must be discussed with the CEO prior to its accrual.
* When an individual resigns from their position, an agreement between the staff member and the CEO will be made in regards to the usage of any credit hours during their remaining employment.

**Maximum Debit Hours**

* Flexi-time debit hours should be kept to 8 hours or less. Debit hours that may exceed 8 hours must be discussed with the CEO prior to the debit hours being accrued.
* When an individual resigns, an agreement between the staff member and the CEO will be made in regards to the remaining debit hours

**Flexi-time Usage**

* If a staff member wishes to take more than 1 hour of flexi-time in one day, prior approval from the CEO is required.
* If the desired flexi-time is adjacent to a long weekend or public holiday, prior CEO approval to work outside of the standard office hours (i.e. 8:30am – 4:30pm) is required to ensure all staff have equal opportunity to benefit from extra time taken at popular times.
* A maximum number of two days of flexi-time can be taken at any one time, with CEO approval. This includes flexi-time credit hours that are taken adjacent to another type of leave.
* Each staff member can access leave, which includes the use of flexi-time, adjacent to two long weekends or public holidays each calendar year (includes part days or full days of leave or flexi-time). This ensures that the benefits of leave adjacent to long weekends and public holidays is shared equally across the team.
* Prior to requesting flexi-time, staff must check the Leave Planner to ensure no other staff are taking leave or flexi-time on that day. It is the staff member’s responsibility to ensure that all flexi-time is recorded accurately on the Leave Planner.

**Recording**

* The accurate recording of the accrual and usage of flexi-time is crucial to the availability of flexi-time for all staff.
* Flexi-time is to be recorded on a timesheet which spans a four week period. The date of work, start and finish times, the amount of break time, the total amount of time worked, and the running total is to be noted.
* Due to the nature of the current spreadsheet, start and finish times which are both either in the morning or afternoon, result in an incorrect number of hours. In these instances, record the correct times in the note section of the spreadsheet, while the start and finish times are written in a way so the sums are accurate.
* Any hours of credit or debit remaining at the end of the four week period will be transferred across to the next timesheet. All timesheets are to be saved in the network administration folder.
* The accrual and usage of flexi-time is based on trust, with all staff being responsible to ensure their hours are recorded accurately. Flexi-sheets are to be kept up-to-date and to be forwarded to the CEO when requested.

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