

Please refer to the [Flexitime](#) conditions for further information or contact your [HR Advisor](#).

These conditions may apply to continuing and fixed-term, professional employees at HEW Levels 1-7. Full-time, professional employees at HEW 8 and above should discuss flexible working hours arrangements with their supervisor.

FLEXITIME OVERVIEW

Flexitime is a system of attendance whereby professional employees may vary the starting and/or finishing times and/or the length of their lunch break each day, subject to the approval of their Head of Work Unit and the requirements of the organisational unit within which they work.

Flexitime is not automatically granted, nor is it a “right”, and to be successful there must be cooperation between the employee and supervisor.

FLEXITIME DETAILS

Flexitime is available to professional employees only.

Any hours worked in excess of the employees standard hours can be accumulated towards flexitime which accrues between the span of hours from 7:00am to 7:00pm.

Additional hours may only be worked (for the purpose of accruing flexitime) where genuine work exists and is required to be performed.

The maximum flexitime to be accumulated during a four week settlement period ([4 week flex period calendar](#)) is 15 hours. Hours accumulated in excess of 15 will be forfeited at the end of each settlement period and the maximum flexitime taken during a settlement period is 10 hours.

Where an employee obtains the prior written approval of the relevant Executive Member, credit hours can be accumulated up to a maximum of 35 hours. Such approval is conditional on:

- The flexitime being used by or during a specified date or period; or
- More than one day's flexi-leave being taken in following settlement periods until the excess hours are exhausted.

If an employee's flexitime arrangement is ceased, their flexitime balance will be converted to TOIL.

Employees are not required to submit a leave application when taking flexitime as it is recorded in the timesheet record in MyHR. In addition, employees cannot accumulate flexitime on a day they are taking any other form of leave. For example, where an employee worked on a particular day and applied for leave for part of that day, the debit against their leave entitlement will be seven hours less the numbers of hours worked on that day.

The taking of flexitime is dependent on the needs of the workplace and should be negotiated between the employee and their supervisor.