

Employees with excessive flex balances at the end of the four week flex period will have their flex balance reduced to the 15 or 35 hour maximum. While timesheet forms will be generated each fortnight, adjustments to excessive balances will only occur every second fortnight at the end of the four week period.

The flexi-leave entitlement of an employee will be 10 hours in any settlement period, subject to the prior approval of the supervisor as to when the flexi-leave is to be taken. Please refer to the [HR Services website](#) for full details

4 wk flex period starts (Saturday)	1st flex fortnight ends (Friday)	2nd flex fortnight starts (Saturday)	4 wk flex period ends (Friday)
24 February 2024	8 March 2024	9 March 2024	22 March 2024
23 March 2024	5 April 2024	6 April 2024	19 April 2024
0 April 2024	3 May 2024	4 May 2024	17 May 2024
18 May 2024	31 May 2024	1 June 2024	14 June 2024
15 June 2024	28 June 2024	29 June 2024	12 July 2024
13 July 2024	26 July 2024	27 July 2024	9 August 2024
10 August 2024	23 August 2024	24 August 2024	6 September 2024
7 September 2024	20 September 2024	21 September 2024	4 October 2024
5 October 2024	18 October 2024	19 October 2024	1 November 2024
2 November 2024	15 November 2024	16 November 2024	29 November 2024
30 November 2024	13 December 2024	14 December 2024	27 December 2024
28 December 2024	10 January 2025	11 January 2025	24 January 2025
25 January 2025	7 February 2025	8 February 2025	21 February 2025
22 February 2025	7 March 2025	8 March 2025	21 March 2025
22 March 2025	4 April 2025	5 April 2025	18 April 2025
19 April 2025	2 May 2025	3 May 2025	16 May 2025
17 May 2025	30 May 2025	31 May 2025	13 June 2025
14 June 2025	27 June 2025	28 June 2025	11 July 2025
12 July 2025	25 July 2025	26 July 2025	8 August 2025
9 August 2025	22 August 2025	23 August 2025	5 September 2025
6 September 2025	19 September 2025	20 September 2025	3 October 2025
4 October 2025	17 October 2025	18 October 2025	31 October 2025
1 November 2025	14 November 2025	15 November 2025	28 November 2025
29 November 2025	12 December 2025	13 December 2025	26 December 2025
27 December 2025	9 January 2026	10 January 2026	23 January 2026
24 January 2026	6 February 2026	7 February 2026	20 February 2026