



FLEXI-TIME PROCEDURE

Flexi-time procedure

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1. OVERVIEW

This procedure prescribes the responsibilities for, and actions required in, implementing and managing a flexi-time arrangement in a local work area consistent with the [Workforce Management Policy](#).

2. SCOPE AND APPLICATION

This procedure applies to full-time and part-time professional staff who work within a local area with an established flexi-time arrangement or which implements a flexi-time framework.

This procedure does not apply to academic staff or casual professional staff.

3. PRINCIPLES

Flexi-time is not a voluntary flexible work arrangement as defined in the [Enterprise Agreement](#). Eligible staff may have a pre-existing voluntary flexible work arrangement in place and use flexi-time concurrently.

Flexi-time allows staff members to choose, within agreed limits, when to begin and end work, and may be planned to enable individuals to attend to domestic or other responsibilities. Staff members may be required to work during some essential periods, which could, for example, be certain times of the day and/or certain times of the year.

Overtime payments and time off in lieu (TOIL) are distinct from flexi-time. Overtime is only incurred when a staff member is formally directed by their supervisor to perform work in excess of 36.75 hours per week or outside the spread of ordinary hours.

[Enterprise Agreement](#) – Hours of Work Professional Staff – clause 2.2) TOIL is used to take time off in lieu of overtime.

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4. PROCEDURES

4.1 Establishing a flexi-time local area framework

- 4.2 The Head of School/Branch will determine if the School/Branch can accommodate flexi-time arrangements in order to allow staff to:
 - 4.2.1 Vary their start, finish and meal break times outside of their local work area's core hours to enable them, for example to drop children off to school in the morning.
 - 4.2.2 Accrue a maximum total of 10 credit hours during the span of ordinary hours in order to take time off (usually for the purpose of managing personal commitments)
 - 4.2.3 Take the time off at a time that is mutually convenient for both the staff member and their local work area.
- 4.3 Establish a clear framework that meets the local work area's operational requirements, for example:
 - 4.3.1 Core hours that staff are required to work;
 - 4.3.2 A timesheet that staff must record their start, finish and meal-break times, which is provided regularly to the supervisor
- 4.4 Communicate the flexi-time framework to staff and supervisors.

4.5 Recording and taking flexi-time

- 4.5.1 Staff are required to comply with this procedure and the local work area flexi-time framework, including:
 - 4.5.1.1 Recording their start, finish and meal break times daily using the local work area's designated timesheet
 - 4.5.1.2 Arrange to take any credit flexi-hours at a mutually convenient time, in consultation with their supervisor;
 - 4.5.1.3 Arranging with their supervisor to take any flexi-time accrued prior to leaving the University or moving to another School/Branch, otherwise the hours will be forfeited, as flexi-time accruals do not give rise to a liability that can be paid out or transferred to another School/Branch.
- 4.5.2 Accruals must not exceed 10 hours in total and anything in excess will be forfeited.

4.6 Managing and approving flexi-time

- 4.6.1 The supervisor will ensure compliance with this procedure and the local work area's flexi-time framework, including:
 - 4.6.1.1 Managing staff member's workloads;
 - 4.6.1.2 Promptly approving all flexi-time work patterns;
 - 4.6.1.3 Ensure that accruals do not exceed 10 hours in total;
 - 4.6.1.4 Approve timesheets and retain in a confidential location;
 - 4.6.1.5 Approve all absences

5. DEFINITIONS

Local work area means the area within the School, Faculty, Division or Branch where the staff member works.

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Supervisor means the person who is responsible for the day-to-day supervision of a staff member as nominated by the University.

6. USEFUL INFORMATION AND RESOURCES

6.1 University Policies and Procedures

[Code of Conduct](#)

[Conflict of Interest Procedure](#)

[University of Adelaide Enterprise Agreement](#)

[Workforce Management Policy](#)

6.2 Related Legislation

[Equal Opportunity Act 1984 \(Cth\)](#)

[Fair Work Act 2009 \(Cth\)](#)

[Human Rights and Equal Opportunity Commission Act 1986 \(Cth\)](#)

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

6.3 Useful web-links

[HR website](#)

[Voluntary Flexible Work Arrangements webpage](#)

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