



Flexi-time Procedure

Aim

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](#).

1 Objectives

- 1.1 To provide a procedure for the development and implementation of a local area's Flexi-time framework.

2 Scope

2.1 Inclusions

This procedure only applies to professional staff members when the local area implements a flexi-time framework.

2.2 Exclusions

This procedure does not apply to casual staff and academic staff.

2.3 Application

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

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 2.2.1.) TOIL is used to take time off in lieu of overtime.

3 Process: Establishing a flexi-time local area framework

Person Responsible	Actions
3.1 Head of School/Branch	<p>a) Determine if the School/Branch can accommodate flexi-time arrangements in order to allow staff to:</p> <ul style="list-style-type: none"> 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. accrue a 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) at a time that is mutually convenient for the staff member and their local work area. <p>b) Establish a clear framework that meets the local work area's operational requirements, for example:</p> <ul style="list-style-type: none"> Core hours that staff must be on A timesheet that staff must use to record their start, finish and meal break times, provided regularly to the supervisor. <p>c) Communicate the flexi-time framework to supervisors and staff.</p>

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Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

4 Process: Recording and taking flexi-time

Person Responsible	Actions
4.1 Staff Member	<ul style="list-style-type: none"> a) Comply with this procedure and your local work area's flexi-time framework. b) Record your start, finish and meal break times daily using your local work area's designated timesheet. Accruals must not at any time exceed 10 hours in total and anything in excess will be forfeited. c) Arrange to take any credit flexi-hours at a mutually convenient time, in consultation with your supervisor. d) Arrange with your 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.

5 Process: Managing and approving flexi-time

Person Responsible	Actions
5.1 Supervisor	<ul style="list-style-type: none"> a) Comply with this procedure, your local work area's flexi-time framework and actively manage staff members' workloads. b) Approve all flexi-time work patterns. c) Ensure that each staff member's flexi-time accruals do not exceed 10 hours in total. d) Approve timesheets and retain in a confidential location. e) Approve all flexi-time absences.

6 Useful information and resources

6.1	University related documents and policies 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 Service Centre