Flexible Working Arrangements

Flexible working arrangements allow staff members and the University to vary hours and patterns of work, to meet the priorities of the University and the staff member’s personal commitments. The Facilities and Services Human Resources team is available to provide assistance to staff with flexible working requirements.

All requests for flexible working arrangements must take into account the employee’s personal circumstances, occupational health and safety and the operational requirements of the work area.

Flexible working arrangements, including flex time arrangements, are provided for under the ANU Enterprise Agreement and the ANU’s leave policies and procedures.


Flex Time Arrangements

Flex time is an arrangement where a staff member may, with appropriate approval, start and/or finish work at flexible times, normally within the core work hours of 8:00am to 6:00pm. Flex time is not an entitlement of employment, however a request to work flex time arrangements will not be unreasonably refused.

Flexible working arrangements are administered in accordance with the University’s policy at http://policies.anu.edu.au/guidelines/flexitime/guideline.

Eligibility for Flex Time

Flex time arrangements will only be available to staff at, or below the ANUO6/7 level, who do not have access to a rostered day off, work under a recognised shift or roster arrangement or have access to a flexible working arrangement. Flex time arrangements may not be available to staff who, due to the nature of their role, are required to operate in a customer service delivery area.

Staff at the ANUO8 level or above may be required to work reasonable additional hours in order to meet the requirements of the position. Under the ANU policies, having regard to the role and remuneration level, there is no additional remuneration for these reasonable additional hours.

Approval of Flex Time Arrangements

All requests for flex time arrangements must take into account the employee’s personal circumstances, occupational health and safety and the operational requirements of the work area. Flex time is not designed to increase or reduce the total number of hours that must be worked by staff.

All requests for flex time arrangements require the approval of the Manager of the work unit.

Operation of Flex Time Arrangements

Employees on flex time arrangement within F&S must adhere to the following principles:

- maintain a documented record of start and finishing times each day, using the F&S flex sheet or other appropriate tool
- submit their reconciled flex sheet within 4 weeks and two days, for approval by their supervisor
- obtain approval for flex absences inside the core-hours of 9.30am to 12 noon, 2:00 to 4:00pm (excluding part-time arrangements)
- work a maximum day from 8:00am to 6:00pm with a minimum ½ hour for lunch
- not exceed 14 hours flex credit in any four week period
- Staff with negative flex leave (less than zero hours) cannot take flex leave unless special arrangements have been made
- approval for flex leave will take into consideration operational needs and other staff absences
- flex leave should be pre-planned and approved by your supervisor
- flex leave is not entered in HORUS

All flex time absences should have prior approval from the immediate supervisor. Staff must provide sufficient notice to permit consideration of the request and, if approved, to enable alternative arrangements to be made for duties to be fulfilled.

For More Help
F&S Human Resources facilities.hr@anu.edu.au