



## Flexible work arrangements

Effective date	13 September 2009
Date reviewed	26 August 2013
Review date	January 2015
Guideline owner	Human Resources
Applies to	All employees of the Diocese of Lismore
Related guidelines & procedures	Conditions of employment Equal employment opportunity Leave
Headings	Objective Eligibility Right to request Confidentiality Disputes Schedule A
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### Objective

The policy provides a guide to flexible work arrangements as stated in the National Employment Standards. The Diocese is committed to those employees who are eligible for accessing flexible work arrangements.

**Eligibility:** Employees who have completed 12 months continuous employment are a parent, or have responsibility for the care of a child under school age (i.e. the age at which the child is required by NSW state law to start attending school), or under the age of 18 if they have a disability, **may** request a change in their working arrangements.

Requests for flexible working arrangements form part of the National Employment Standards (NES). You may request a change in your working arrangements, including changes in hours, patterns or location of work if you require flexibility because:

- Are a parent, or have responsibility for the care, of a child who is of school age or younger
- Are a care giver (within the meaning of the Care recognition Act 2010)
- Have a disability
- Are 55 or older
- Are experiencing violence from a member of your family or



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- Provide care or support to a member of your immediate family or household, who requires care or support because they are experiencing violence from their family.

If you are a parent of a child or have responsibility for the care of a child and are returning to work after taking parental or adoption leave you may request to return to work on a part-time basis to help you care for the child.

## **Right to request** – refer to Schedule A

- The right to request flexible work arrangements is available to all permanent employees who have completed 12 months service or a casual employee with 12 months service on a regular and systematic basis.
- All requests need to be in writing detailing the change sought and reasons for the request. The Manager will respond within 21 days from receipt of the request. If the request is refused the Manager will specify the reasons for refusal.

Employees need to be aware that they have the right to **request** a flexible working arrangement, **not** a right to **demand**. The request will be considered through consultation about the operational viability of the arrangement and the needs of all affected parties concerned.

## **Confidentiality**

All requests for flexible working arrangements shall remain confidential between the affected parties involved, including any facilitation in reaching agreement on arrangements. Flexible working arrangement documentation will be placed on the employees personnel file.

## **Disputes**

Disputes arising from the application of this Policy may be appealed through the Grievance and Complaints Handling Policy or through the disputes mechanisms contained in the applicable industrial instrument, as amended or replaced.

## **Legislation**

- Fair Work Act 2009 (Cth)
- Grievance and Disputes



DAY 1  
Request

Receive request for flexible working arrangements

Fulltime/Part time  
employee

Answer - No

Casual employee  
Completed 12 months  
continuous service?

Answer - No

Answer Yes - Is the  
request in writing &  
does it set out the  
details of the change  
sought & the reasons  
for the request?

Answer Yes – Long  
term casual &  
employed on a regular  
& systematic basis?

Answer Yes – Review flexible working arrangements requested & carefully consider whether it can be accommodated. If not, the request may only be refused on reasonable business grounds. Assess what the reasonable business grounds are for refusing the request.

Document – and keep on the employees personnel file.

**Provide written response -** to the employee within 21 days of initial written request.

State whether the request has been accepted or refused. If refused, provide the reasonable business grounds for the refusal.

DAY 21  
Response