

FLEXIBLE WORK YEAR (48/52) PROCEDURE



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1 PURPOSE

- 1.1 Flexible work year arrangements enable employees to better balance their work and other responsibilities.
- 1.2 The flexible work year scheme (48/52 work year) provides flexibility for employees (excluding casual employees) with family responsibilities, and for employees who wish to extend their leave options for personal reasons.

2 SCOPE

- 2.1 This procedure applies to all continuing and fixed-term employees of CQUniversity.

3 PROCEDURE

- 3.1 These procedures enable employees to apply to have up to four weeks (48/52) additional leave, with a proportionate reduction in salary spread over the full year.

Application

- 3.2 Eligible employees wishing to participate in the flexible work year scheme should consult with their supervisor and apply in writing for approval. Applications must contain the following information:
 - the proposed dates of all annual leave, and long service leave or parental leave if applicable, to be taken during the year
 - the proposed dates of the additional paid leave to be taken during the year, and
 - an indication of the employees' preference regarding the level of superannuation contributions during the year as per section 3.8.
- 3.3 Applications to participate in the 48/52 flexible work year scheme must be for a minimum period of 12 months. Such arrangements must be reviewed every 12 months taking into consideration the current operational needs of the University.
- 3.4 All applications will require the approval of the supervisor and head of organisational area.

- 3.5 Approved applications will be forwarded to the People and Culture Directorate where formal confirmation will be generated. The arrangements will not commence until official confirmation has been provided by the People and Culture Directorate. The Payroll Team can provide advice in relation to all salary and superannuation aspects of 48/52 flexible work year scheme.
- 3.6 Where an application is refused, the University will provide the employee with reasons for its decision.

Implementation

- 3.7 All 9.4 weeks leave (5.4 weeks annual leave plus the additional four created by implementing the 48/52 arrangement) must be taken during the 12 month period of the arrangement and timing will be pre-determined and documented upon approval of the arrangement. The People and Culture Directorate will enter the periods of leave into the system.

Superannuation

- 3.8 During the period an employee participates in the 48/52 flexible work year scheme, their superannuation contributions will reduce to the level based on their salary for that year. If an employee wishes to maintain superannuation contributions at a notional full-time rate they will be responsible for making the necessary arrangements and for maintaining both the notional full-time rate for the employee's and the University's contribution.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director People and Culture is responsible for monitoring, reviewing and ensuring compliance with this procedure.
- 4.2 Any proposed changes to this procedure should be made via consultation with the Joint Consultative Committee.

Reporting

- 4.3 No additional reporting is required.

Records management

- 4.4 An employee's participation in the 48/52 flexible work year scheme will be recorded in writing and a copy of this record will be maintained on the employee's personnel file in the People and Culture Directorate.
- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must be sought through the Records Management Office (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Administrator	Director People and Culture
Next Review Date	11/04/2021

Approval and Amendment History	Details
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