

# VARIABLE WORKING HOURS ARRANGEMENTS (FLEX TIME) PROCEDURE



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## 1 PURPOSE

- 1.1 This procedure outlines the process for negotiating and managing variable working hours arrangements (flex time) at CQUniversity.

## 2 SCOPE

- 2.1 This procedure applies to continuing and fixed-term professional employees (including support research-only employees).
- 2.2 This procedure does not apply to casual employees.
- 2.3 Employees on annualised hours are not eligible and should complete paper-based timesheets for recording of hours worked.

## 3 PROCEDURE

- 3.1 Flex time provides flexibility for employees with family responsibilities and other personal commitments during normal working hours.
- 3.2 Flex time does not replace other forms of leave available to employees for specific purposes, e.g. sick leave or annual leave.
- 3.3 Flex time is separate to [time off in-lieu](#) (TOIL).

## Application and approval

- 3.4 Employees may request consideration for flex time. Approval will be at the discretion of the supervisor, with support from the head of business area, and will depend upon balancing the operational requirements of the business area with the increased flexibility options for the employee. Approval must be sought **prior** to accrual of any additional time.
- 3.5 With prior approval, employees may accrue flex time in addition to their ordinary hours. Flex time must be worked and taken in accordance with operational needs, while meeting personal needs where possible. Examples of flex time include:
- working additional flex time during the fortnight in order to take a day off, or
  - accruing time to take an afternoon or morning off for personal reasons.
- 3.6 Employees may, with the approval of their supervisor, carry a negative balance of up to one working day's accrual into the next fortnight or rostered work cycle. Carryover of a negative flex balance more than an ordinary working day into the subsequent pay period is not permitted except in exceptional circumstances with the approval of the relevant head of business area.
- 3.7 Use of accrued time must be approved in advance by the supervisor.
- 3.8 Flex time does not accumulate whilst an employee is on approved leave.
- 3.9 Employees must ensure they continue to take appropriate meal breaks and rest pauses prescribed in the [Central Queensland University Enterprise Agreement 2017](#) (e.g. minimum 30 minute lunch break during an ordinary work day). Employees are not permitted to work through lunch and then claim that time towards accrued flex time.

## Maximum accrual

- 3.10 Supervisors will not authorise the accrual of flex time for full-time employees of greater than three days; pro-rata for part-time employees. Supervisors may determine a lesser maximum accrual for their business area, dependent upon operational needs.

## Recording worked hours

- 3.11 Employees (except those on flexible work year or annualised hours arrangements) participating in the variable working hours (flex time) arrangements, must record hours worked in the time sheet section in the University's Human Resource Management System, EMPower. The time sheet will be saved daily and submitted to the supervisor fortnightly for verification and approval.
- 3.12 Employees on flexible work year participating in flexible working hours arrangements must complete a University excel-based timesheet daily. This timesheet will be signed by the employee at the end of each fortnight and submitted to their supervisor for verification and signature. Timesheets must be kept in the business area for a period of seven years.
- 3.13 The University may conduct audits of timesheets, both in EMPower and hardcopy excel-based timesheets from time-to-time.

## Accrued time at termination

- 3.14 The supervisor will ensure that all accrued time is taken by an employee prior to their termination of employment. In exceptional circumstances where it is not reasonably possible due to organisational needs, accrued time may be paid on cessation with the approval of the relevant head of business area.

## Grievances

- 3.15 The head of the business area may refuse an employee's participation in the arrangement where there would be an impediment to the efficient operation of the business area. If requested, the head of the business area must provide a written explanation to the employee for refusing their participation in the arrangement.
- 3.16 Should a dispute arise between a supervisor and an employee regarding participation in the arrangements, the matter will be dealt with through the Grievance Resolution Procedures as outlined in the Enterprise Agreement.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 Supervisors must ensure that:
- flex time operates in accordance with this procedure, and
  - application of this procedure is not used to mask resourcing deficiencies, poor work practices or performance issues, any of which may result in employees working extra hours.
- 4.2 The Director People and Culture is responsible for implementing monitoring, reviewing and ensuring compliance with this procedure.

### Reporting

- 4.3 No additional reporting is required.

### Records management

- 4.4 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.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 5 DEFINITIONS

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

### Terms and definitions

**Flex time:** the practice of accruing hours in a flexible working pattern, which is worked with the supervisor's approval and in accordance with the work cycle as described in the Enterprise Agreement. Flex time also allows for time off on a regular basis, e.g. weekly, fortnightly, monthly (formerly Rostered Day Off (RDO)) and must be accrued with the supervisor's approval and in accordance with this procedure and the Enterprise Agreement.

**Head of business area:** the Dean of School, Director of a business area, or equivalent position. This does not include Directors of Research Institutes or Centres.

**Time off in-lieu (TOIL):** hours of work taken off by an employee in lieu of paid overtime, to be compensated at the appropriate overtime rate set out in the Enterprise Agreement.

## 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](mailto: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
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	09/06/2025

Approval and Amendment History	Details
Original Approval Authority and Date	09/12/1991
Amendment Authority and Date	General Staffing Committee 27/03/2001; Council 26/02/1996; Council 23/10/1993; Vice-Chancellor and President 31/08/ 2007; Vice-Chancellor and President 30/07/2009; Vice-Chancellor and President 14/03/2011; Vice-Chancellor and President 09/09/2015; Vice-Chancellor and President 7/08/2018; Vice-Chancellor and President 09/06/2022.
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