

Flexible Work Arrangements Procedure

1. The purpose of our procedure

This procedure sets out how Adelaide University manages staff requests for **Flexible Work Arrangements (FWAs)** that vary working hours, work patterns or work location.

It outlines how FWAs are requested, considered, documented, reviewed, varied and ended, and is to be applied in accordance with the University's obligations under the Adelaide University Enterprise Agreement 2026 (Enterprise Agreement) and applicable legislation.

Please read this procedure in conjunction with:

- Flexible Working Policy
- [Wellbeing and Safety Policy](#).

2. Who our procedure applies to

2.1 Inclusions

This procedure applies to all staff excluding those listed at 2.2:

- staff who are eligible to request flexible working arrangements under the National Employment Standards and the Enterprise Agreement
- continuing and fixed-term staff from commencement of employment. Where a staff member has less than 12 months service, the University will consider the request under this procedure as far as reasonably practicable. Formal entitlement provisions apply after 12 months service
- casual staff who have been employed on a regular and systematic basis for at least 12 months immediately before making the request and who have a reasonable expectation of continuing employment on that basis.

2.2 Exclusions

This procedure does not apply to:

- casual staff who do not meet the above criteria
- contractors, labour hire workers, titleholders, volunteers or University visitors.

This procedure authorises the Executive Director, People Advisory and Wellbeing to maintain associated protocols.

3. Our flexible work arrangements procedure

3.1 Overview

A FWA is a variation of working hours or arrangements as described in clause 52 of the Enterprise Agreement. FWAs are requested by the staff member, approved by the University and documented in writing. Examples include working from an alternative location, temporarily reducing working hours, purchasing additional leave or working a compressed fortnight.

Where a staff member works as part of a team or shares responsibilities with other staff, the team may meet and co-design a reasonable set of FWAs amongst themselves. Where there is more than one FWA application in a team, the supervisor will, as far as practicable, consider the FWA applications together.

3.2 How we support informal flexibility

Not all flexibility arrangements need to be a formal FWA.

Staff and line managers can agree informal flexibility to support personal needs or work requirements. Examples may include:

- working from home on an ad hoc basis
- changing work hours for a particular day
- attending personal appointments
- adjusting work arrangements for a short period of time.

Informal flexibility is generally arranged directly between a staff member and their line manager and does not need to be approved under this procedure.

Formal FWAs are required when a staff member requires an ongoing or structured change to their working arrangements via a written request. Informal flexibility does not affect a staff member's ability to request a formal FWA at any time.

3.3 Our FWA options

The University supports a range of FWAs including but not limited to the following.

3.3.1 Working from an alternative location

This arrangement allows a staff member to work from a location other than their usual workplace, including working from home. This may be appropriate where the arrangement supports the staff member's circumstances and can be accommodated within the requirements of the role and work area. Some roles may require regular on-campus attendance or access to on-site resources. In these circumstances, working from home may not be practical and will be considered on a case-by-case basis having regard to the requirements of the role and work area.

For academic staff, alternative location arrangements should be considered

having regard to the requirement to maintain availability for students, colleagues and other stakeholders, consistent with the Enterprise Agreement.

Approval of an alternative location arrangement does not prevent attendance being required on campus for operational, teaching, service delivery, training or team activities.

Wellbeing and safety requirements apply when working from home or another alternative location (see [Section 3.9 How we support staff wellbeing and safety](#)).

3.3.2 Reduced employment fraction

This arrangement allows a staff member to temporarily reduce their working hours for an agreed period depending on their circumstances.

It may be suitable for staff who need greater flexibility due to caring responsibilities or other significant personal circumstances. For example, a staff member may wish to reduce their hours while caring for a child or supporting a family member who requires ongoing care.

The minimum employment fraction will be determined having regard to the circumstances of the arrangement and any applicable Enterprise Agreement provisions. For arrangements relating to the care of a child or family member, the employment fraction will not normally be reduced below 0.5 FTE. A staff member working under a reduced employment fraction arrangement will not be disadvantaged in appointment or transfer opportunities solely because they are working reduced hours.

As the arrangement reduces working hours, salary, leave accrual and superannuation may also be affected. Refer to [Section 3.7 How staff can consider financial impacts](#) for further information.

Staff wishing to return to their previous working hours, return earlier than planned, or seek an extension to the arrangement should discuss this with their line manager as early as possible. Refer to [Section 3.8 How we review, change or end an FWA](#) for further information.

3.3.3 Purchased leave

Purchased leave allows a staff member to access additional leave in return for a pro-rata reduction in salary. The staff member's salary is averaged over a 52-week period to enable payment to continue during the additional leave.

Purchased leave is taken at a time agreed between the staff member and the University. When requesting purchased leave, staff should nominate the dates they intend to take the additional leave. Purchased leave is

generally taken in blocks of at least one week.

If approved purchased leave cannot be taken due to operational requirements, the staff member will be reimbursed for the untaken purchased leave in a lump sum, in accordance with the Enterprise Agreement.

3.3.4 Compressed weeks

A compressed week arrangement allows a staff member to work less days per fortnight while working the same total number of hours per fortnight. For example, a staff member may choose to work slightly longer hours across fewer days in order to have a regular non-working day. This arrangement may suit staff seeking greater flexibility while maintaining their existing employment fraction.

Compressed week arrangements are usually approved initially on a trial basis for up to 6 months and reviewed before being extended. The arrangement will set out the agreed work pattern, including the hours to be worked, any required attendance times and any team or operational commitments that need to be supported.

To support wellbeing and work-life balance, daily working hours will not exceed 9.5 hours.

Leave entitlements and superannuation are not affected because the staff member continues to work their normal employment fraction.

If a staff member is required to work on a planned non-working day, alternative time off will be agreed with the line manager.

Staff considering a compressed week arrangement should discuss how their proposed work pattern will support operational requirements, service delivery and team needs.

3.3.5 How we support safe and productive workspaces

We recognise that staff may require temporary changes to their work location, workspace or working arrangements to enable them to work safely, comfortably and effectively.

Examples may include formal or informal flexible work arrangements for temporary workspace modifications, alternative work locations or other adjustments that support a staff member's individual circumstances.

Staff may request to formalise these arrangements through this procedure where appropriate.

Requests involving workplace adjustments or accessibility requirements may need to be formalised under other relevant University procedures such

as the [Workplace Adjustments Procedure](#) and [workplace self-assessment](#).

3.4 Why we ask about relevant circumstances

When requesting an FWA, staff will be asked to provide information about the circumstances supporting their request. This information helps the University understand the staff member's needs, consider suitable flexibility options and ensure requests are assessed fairly and consistently.

Relevant circumstances may include where:

- a) the staff member is the parent, or has responsibility for the care, of a child who is of school age or younger
- b) the staff member is a carer (within the meaning of the [Carer Recognition Act 2010 \(Cth\)](#))
- c) the staff member has a disability
- d) the staff member is 55 years old or older
- e) the staff member is experiencing violence from a member of the staff member's family
- f) the staff member provides care or support to a member of their immediate family, or a member of their household, who requires care and support because they are experiencing family and domestic violence
- g) the staff member is pregnant.

Staff are only required to provide information that is relevant to their request.

3.5 How staff request an FWA

Staff are encouraged to discuss their request with their line manager before submitting a request through the FWA online form in Staff Services Online.

The information requested will include:

- the type and duration of the arrangement requested
- the effect the staff member thinks this arrangement will have on their Branch/School, colleagues, current workload allocation, and how any adverse effects may be able to be addressed
- the reason for the request, and
- the preferred date for implementing the arrangement.

Providing this information assists in the assessment of the request and supports discussions between the staff member and the University regarding suitable flexible working arrangements.

3.6 How we assess and respond to requests

The University will genuinely consider each request and work with the staff member to understand their circumstances and the flexibility being sought.

When assessing a request, consideration will be given to:

- the needs of the staff member arising from the circumstances
- the consequences for the staff member if changes in working arrangements are not made
- any **reasonable business grounds** for refusing the request.

The line manager will discuss the request with the staff member before a decision is made.

A written outcome will be provided within 21 days.

If a request is approved, the arrangement will be documented in writing.

If a request cannot be accommodated, the written response will explain the reasons for the decision and any alternative arrangements that may be available.

3.7 How staff can consider financial impacts

Some FWAs may affect a staff member's salary, leave accrual or superannuation. Staff are encouraged to consider these impacts before requesting an arrangement and seek independent financial advice where appropriate.

Where an arrangement affects superannuation contributions, staff may be able to maintain contributions by making additional contributions through the University.

3.8 How we review, change or end an FWA

Approved FWAs are reviewed periodically to ensure they continue to meet the needs of both the staff member and the University.

Staff are encouraged to discuss any proposed changes to their arrangement with their line manager as early as possible. This includes where a staff member wishes to:

- return to their previous working hours or work pattern
- return earlier than planned
- extend an existing arrangement
- make changes to an approved arrangement.

The University may also review an arrangement if operational requirements or the staff member's circumstances change.

If changes to an arrangement are being considered, the University will consult with the staff member before a decision is made.

Any agreed changes to an arrangement will be confirmed in writing.

A staff member may end an arrangement by providing written notice. In most

circumstances, at least three months' notice will be provided. Purchased leave arrangements require six months' notice.

If the University can no longer accommodate an arrangement, it will consult with the staff member before making a decision and provide written notice in accordance with the applicable notice period.

Where an arrangement supports caring responsibilities, the University will give genuine consideration to a longer notice period where practicable.

Any approved variation or cessation of an arrangement will be documented.

3.9 How we support staff wellbeing and safety

The University is committed to ensuring staff can work safely regardless of where work is performed.

Where a staff member works from an alternative location, they may be required to complete a wellbeing and safety assessment before commencing the arrangement. Staff must comply with relevant wellbeing, safety and risk management requirements when working from any location.

Further guidance and resources are available through the [University's wellbeing and safety resources](#).

3.10 How staff can resolve concerns

Staff who have questions or concerns about an FWA are encouraged to discuss these with their line manager in the first instance.

If concerns remain, staff may seek advice from the People Services Desk.

3.11 How we keep records and use reporting

The University maintains records relating to FWAs, including approved arrangements, variations and cessations. Information is managed in accordance with privacy and record-keeping requirements.

The University may use de-identified information for reporting purposes including to monitor trends, uptake and outcomes and to support continuous improvement of flexible working practices.

3.12 How staff can access support and advice

Information, guidance and supporting resources are available on the [Working flexibly](#) page on the Staff Portal.

Staff are encouraged to speak with their line manager if they would like to explore flexible working options or have questions about FWAs. Additional advice and support is available through People Advisory.

4. Who holds a responsibility within this procedure

Refer to the [Delegation Policy](#) for all delegations at Adelaide University.

4.1 The Delegated Approver is required to:

- consider and approve or reject FWAs outside a line manager's delegated authority, including escalated or high-risk matters, in accordance with university requirements.

4.2 People Advisory and Wellbeing is required to:

- provide guidance, advice and administrative support for the implementation of this procedure, including policy, procedural and record-keeping requirements
- support line managers and staff with complex requests, concerns, reviews, variations or proposed cessations of FWAs.

4.3 Wellbeing and Safety is required to:

- provide advice and support in relation to safe and sustainable work practices, including ergonomic and health assessments
- support line managers and staff with complex requests, concerns, reviews, variations or proposed cessations of FWAs.

4.4 The line manager is required to:

- discuss FWA requests and flexible working options with staff, and assess requests fairly and consistently in accordance with this procedure and the applicable provisions under the Enterprise Agreement
- approve or reject arrangements within delegated authority and review approved FWAs periodically to ensure they remain effective and current
- communicate and document FWA decisions, including approvals, variations, refusals and cessations, in accordance with university and privacy requirements
- discuss proposed changes, extensions, reviews or cessation of FWAs with staff and consider alternative arrangements where appropriate
- support wellbeing and safety obligations in relation to FWAs and seek advice from People Advisory and Wellbeing where a request is complex, high risk, outside delegated authority or may not be accommodated.

4.5 The staff member is required to:

- discuss flexible working needs with their line manager and submit requests with relevant supporting information
- provide information relevant to their request, including any circumstances that may support consideration of the arrangement
- participate in reviews and discuss any proposed changes, extensions or early returns as early as possible

- comply with wellbeing and safety requirements and maintain safe work practices.

5. Definitions used in our procedure

Please refer to our [Adelaide University glossary](#) for a full list of our definitions.

Flexible Work Arrangement (FWA) means a variation of working hours or arrangements as described in Section 52 of the Enterprise Agreement.

Reasonable business grounds means the valid reasons under the [Fair Work Act 2009 \(Cth\)](#) that may justify refusing a Flexible Work Arrangement (FWA) request.

6. How our procedure is governed

This procedure is categorised, approved and owned in line with the governance structure of Adelaide University and the offices and officers listed below.

Parent policy	Flexible Working Policy
Procedure category	Corporate
Procedure owner	Deputy Vice Chancellor - People and Culture
Approving authority	Vice Chancellor and President
Responsible officer	Executive Director, People Advisory and Wellbeing
Effective from	31 October 2026
Review date	3 years after date this version is approved
Enquiries	Submit enquiries via General enquiry - P&C on Services Hub
Replaced documents	None

7. Legislation and other documents related to our procedure

Refer to the [Delegation Policy](#) for all delegations at Adelaide University.

Category	Documents
Related policy documents	Flexible Working Policy
	Equity and Inclusion Policy
	Wellbeing and Safety Policy
	[Workforce Management Policy]

	<u>Gender-based Violence and Sexual Harm Policy</u>
	<u>Gender-based Violence and Sexual Harm Response Procedure</u>
	<u>Workplace Adjustments Procedure</u>
Referenced legislation	<u>Carer Recognition Act 2010 (Cth)</u>
	<u>Fair Work Act 2009 (Cth)</u>
Related legislation	<u>Adelaide University Act 2023</u>
	<u>Disability Discrimination Act 1992 (Cth)</u>
External references	<u>National Employment Standards</u>
	<u>Fair Work Ombudsman – Flexibility in the workplace</u>
	<u>Safe Work Australia – Working from home</u>
	Adelaide University Enterprise Agreement 2026, as varied or replaced from time to time.

8. History of changes

Date approved	To section/clauses	Description of change
22 October 2026 AD2026/430824	N/A	New procedure