

Flexible Work Arrangements – Example scenarios

The below table provides examples of the types of flexible work arrangements that can be applied for under the [Flexible Work Arrangements Procedure](#) and how these may be of benefit to staff where requests are approved.

Flexible Work Arrangement	Case Study
<p>Hybrid Work Location - Working from home or another location</p>	<p>Scenario 1 - Several members of the Purchasing team have submitted requests to work from home. As Team Leader, Rachel reviews the requests and confirms that the requested arrangements will not impact the delivery of services to stakeholders; she then asks all team members provide their first and second preference for which days of the week they would like to work from home. This enables Rachel to create a roster catering to individual preferences, while also maintaining consistent coverage in the office. Rachel reminds the team that there may be times when they will all need to be in the office together for team meetings or training requirements.</p> <p>Scenario 2 - ITDS Project Manager Keryn is a part-time staff member and works four days per week. She requests to work from her parent's house one day per week to allow her to focus on the project reporting aspect of her role. She is unable to work from her home as her parents care for her two-year-old child there, however her working environment at her parents' house is safe and distraction free, so applies to work from home at this alternate location.</p> <p>Scenario 3 – Professor John Smith is a Researcher who can complete his research remotely as it does not require the use of laboratories or other University equipment. Professor Smith and his leader agree that he can work from an alternate location twice a week, to enable him to optimise his productivity and maintain a positive work/life balance.</p> <p>Scenario 4 - Lleyton is a Research Assistant, and his motor vehicle requires essential maintenance over a two-day period, however with limited public transport available, this means that Lleyton will be unable to commute to the office. Lleyton seeks pre-approval from his supervisor to work from home for this once-off situation and ensure he is available to connect with the research team via Teams/Zoom as required. This is an ad-hoc request, so no formal FWA needs to be submitted.</p>
<p>Purchased Leave</p>	<p>Scenario - Karen is full-time team member within the Marketing team. Her son is getting married in Italy in August next year and her family would like to have an extended holiday for six weeks. At the time of the wedding, Karen will not have enough annual leave accrued to cover the duration of the trip, and she is not eligible for long service leave. Karen's supervisor approves additional weeks of purchased leave, allowing her to receive paid annual leave while on her trip.</p>
<p>Compressed weeks</p>	<p>Scenario 1 - Peter, a full-time Case Management Advisor, feels he is lacking a work/life balance due to his one-hour commute to and from the office, five days per week. Paul requests a compressed nine-day fortnight, working longer hours across 9 days to gain one day per fortnight to support the running of his household and overall wellbeing.</p> <p>Scenario 2 - Mary is a part-time staff member working 0.9 FTE, with her current work pattern typically including every second Wednesday off. Mary has submitted a request for compressed work arrangement, where she would complete her contracted hours over an 8-day period. This arrangement will allow Mary to have Wednesdays off each week, while maintaining her 0.9 FTE by working extra hours across the 8-day period. The additional flexibility will help her manage caregiving responsibility for her elderly parent.</p>

<p>Variable start/ finish times *must be within span of hours as defined in the Enterprise Agreement</p>	<p>Scenario 1 – Nazim, a full-time Senior Research Officer, agrees with his supervisor to vary his start and finish times by working from 9:30am – 3pm Monday and Friday, and 8am – 5:40pm all other days. This allows Nazim to do the school drop off and pick up on his shorter days, and therefore he can support his wife, who has recently returned to the workplace with the family caring responsibilities. His supervisor approves the request, meaning Nazim still works his contracted hours but has the ability to provide support to his family.</p> <p>Scenario 2 - Paul, a part-time Student Services Officer, has a medical condition and lets his supervisor know that early morning starts can be challenging for him and therefore a later morning start is recommended. His role requirements and rostering of his team can support a later start and his supervisor approves him to vary his start and finish to 10am – 6pm on his rostered days.</p>
<p>Reduced employment fraction</p>	<p>Scenario 1 – John, a full-time Accounts Payable Officer, requests to reduce his employment fraction to 0.8 FTE for an agreed period after his wife has a baby. The request is approved, and John’s supervisor is able to adjust John’s workload to fit into a four-day week. This allows John to share caring responsibilities with his wife, making it easier for her to return to the workforce.</p> <p>Scenario 2 - Lisa is a full-time Research Officer. A recent sudden illness has left Lisa’s mother with a permanent disability and unable to care for herself. Lisa is supported by her supervisor to reduce her employment fraction to 0.6 FTE, enabling her to provide care and support to her mother. Lisa and her supervisor will review this arrangement after an initial 3-month period.</p> <p>Scenario 3 - Leon, a full-time Senior Administrative Officer, has been working with the university for 20 years and has recently celebrated his 60th birthday. Leon has two primary school aged grandchildren, and he would like to help his family by doing school drop off and pick up three out of five days a week. Leon’s supervisor agrees that Leon can reduce his employment fraction by working 9am to 3pm three days per week whilst working his usual hours on the other two days, and they agree on which days best suit the team.</p>
<p>Job share</p>	<p>Scenario 1 - Jason is a full-time Marketing Officer who would like to reduce his fraction to 0.6 FTE due to health issues. Due to the nature of his role and likely availability in the job market, the supervisor believes that it can be fulfilled as a job-share arrangement, whereby another staff member will be employed at 0.4 FTE to share the position. This arrangement has the benefit of having continuous coverage of the role throughout the year, as a least one staff member will be working (on their respective part time fraction) while the other staff member is on leave. The supervisor approves the request on the basis that the 0.4 FTE can be filled by a job share arrangement.</p> <p>Scenario 2 - Anastasia is a 0.8 FTE Business Manager who is returning from parental leave. She would like to reduce her fraction upon her return to work 0.5 FTE for 12 months initially. Tim has been performing well in backfilling Anastasia’s role during her leave and he will shortly be commencing part-time study. Both Tim and Anastasia would like to work 0.5 FTE, therefore the supervisor approves the request to be in place for 12 months with review scheduled at 3 months from commencement.</p>
<p>Multiple Arrangements</p>	<p>Scenario 1 - Rohan is a full-time ITDS Service Desk Support Officer. To enable him to care for his elderly mother who is ill, it has been agreed with his Supervisor that he will reduce his fraction to 0.8 FTE, which is balanced with other team members working days. He also varies his start and finish time to work between 9:30am – 5:30pm every day to allow him flexibility to take his mother to ad-hoc early morning medical appointments. Both arrangements are put in place for an initial 3-month period, at which time they will then be reviewed to determine if any adjustments are needed or if the arrangement should be extended up to 12 months.</p> <p>Scenario 2 - Celeste is a full-time Business Development Manager who works a compressed fortnight, having every second Friday as a non-work day. This enables her to volunteer at her daughters’ school and helps her to perform her role requirements in attending 5pm meetings with external clients on her workdays. She also works every Wednesday from home, allowing her to drop her daughter at school and provide her the opportunity to work uninterrupted to review documents and contracts.</p>