

# Flexible Work

1.0 Purpose

2.0 Scope

3.0 Policy statement

4.0 Roles, responsibilities and delegations

5.0 Definitions

6.0 Information

7.0 Related policy documents and supporting documents

## 1.0 Purpose

Griffith University is committed to fostering flexible work arrangements that benefit both employees and the organisation. This policy outlines the range of available flexible work options, their implementation, and management to ensure mutual advantage.

## 2.0 Scope

This policy applies to all employees who are engaged under an employment contract with Griffith University. 'Employees' includes paid employees, including casuals and conjoint appointments.

This policy does not apply to associates including any third-party individuals, contractors, consultants or organisations that are engaged to provide services to the University.

## 3.0 Policy statement

Griffith University is supportive of fostering flexible and inclusive workplace practices in both physical and virtual environments, ensuring the continued delivery of high-quality services to students, colleagues and the broader community.

This policy acknowledges that not all employees can perform the inherent requirements of their positions in an off-campus location or may have limited flexible work options. The University supports appropriate manager discretion to support employees to meet ad hoc personal commitments outside of work by utilising various leave provisions or flexi-time.

In addition, the University recognises that there are exceptional circumstances where the application of flexible working arrangements that are outside of this policy are required to enable or engage individuals to perform critical work for the University. In such cases consultation and approval would be required by the Provost or Director, Human Resources.

### 3.1 Our approach to Flexible Work

#### 3.1.1 Guiding Principles

- When considering requesting or implementing a flexible work arrangement, the following should be considered:
  - the nature of the work and expectations of roles
  - the allocated and available workspace for teams
  - the operational needs of the wider-University and the on-campus experience of students, employees and our associates

- the balance between individual and collective achievement, productivity, engagement, social and wellbeing needs of individuals and teams
- the opportunities to be on campus to foster connections and experience planned and incidental learning and discussions
- the ability to provide a safe and productive workplace that is off-campus.

### **3.1.2 Implementing Flexible Work Arrangements**

- Flexible work arrangements ideally balance the needs of the function (team) and individual. Arrangements can be short term or longer term and are determined and operationalised by the employee's manager.
- Flexible work arrangements may be included in the position description at the point of advertising positions (for example: work location, part time, working from home). This applies where there are special requirements from the University in order to fulfil the position and/or attract a critical capability. Where arrangements are proposed outside of the standard flexible work policy settings, approval of prior advertisement is required.
- Discussions on flexible work arrangements should occur as part of regular conversations at an individual and team level. Managers should consider what flexible work arrangements can be offered as part of the recruitment process to attract talent or as part of a retention strategy.
- The University is generally not supportive of long term and fixed arrangements that impact an employee's ability to attend their physical work location or fulfil the full range of their duties.
- Flexible work arrangements may be ceased or modified by the employee's manager. Examples include, but are not limited to, where the operational requirements of the position cannot be met, changes in the way work is performed, unsatisfactory performance, or changes to the employee's circumstances.
- Managers should regularly review the arrangements to ensure they continue to meet the guiding principles of this policy.
- Flexible work arrangements may be different for individual employees even if they perform the same or similar position.
- Where a flexible work arrangement has been denied, the manager or supervisor is expected to provide a written response to the employee, outlining the reason for the decision and the specific operational reasons.

## **3.2 Types of Flexible Working Practices**

- There are a range of flexible working arrangements that, subject to the operational requirements of the University, managers may consider for their employees, including but not limited to:
  - working across a range of different settings including on-campus and off-campus locations
  - informal and ad hoc changes of hours or hours of work to accommodate appointments or other commitments (flexi-time)
  - flexible work patterns and hours in accordance with the relevant Enterprise Agreement (part-year or annualised employment)
  - reduced time fraction (part-time) on a temporary or permanent basis

- condensed working week
- job share opportunities
- accessing flexible leave arrangements including purchased recreational leave, sick leave, family and carers leave, parental leave, leave without pay, study leave, Australian Aboriginal and Torres Strait Islander Cultural Obligation leave, gender affirmation leave and domestic and family violence leave.

### 3.3 Flexible Work in Practice

#### 3.3.1 Working from Home

- Continuing and fixed-term employees are expected to perform a minimum 60% of their working week on campus, unless the nature of the role and operational requirements and activities requires the employee to perform work on campus 100% of the working week. This expectation needs to be maintained where an employee has other flexible work arrangements such as a compressed work week or leave plans.
- Employees supported to work from a residential-based location (e.g. home) have a responsibility to ensure their working conditions are safe and productive. This includes but is not limited to ensuring that the employee has the appropriate equipment (laptop, monitors, access to the internet) as well as a work environment that is secure and meets appropriate safety standards, such as an ergonomic workstation.
- The Working from Home Checklist and approval form must be completed on an annual basis via PeopleSoft. During the approved period, arrangements can be reviewed and cancelled or modified if work requirements change or if performance/productivity issues are identified by the manager.
- In limited circumstances, an employee may propose a working from home arrangement to care for dependents. A supervisor can consider this request against operational requirements with a recommendation provided to Head of Element for approval. It is the employee's responsibility to ensure that during this period the arrangement does not impact their productivity and ability to perform their role.
- Managers need to ensure that working from home arrangements approved are aligned with the guiding principles and consider other factors such as ensuring the team has a presence on campus Monday to Friday to ensure service continuity, campus vitality, space utilisation, consistent access to enterprise technology or ability to respond to critical incidents.

#### 3.3.2 Working Interstate or Overseas

- The University recognises that employees may need to work interstate or overseas where the circumstances relate to their employment at the University. For example, but not limited to:
  - conduct teaching, research or related activities
  - Academic Study Program (ASP)
  - collaboration with other universities or institutions
  - engagement activities with stakeholders and partners.
- Typically, these arrangements are for a defined period of time and are funded and approved in line with the relevant travel policy.

- The University also recognises that there are circumstances where the University may need to employ an individual that has highly specialised skills and capabilities but is unable to regularly attend a Campus location, or where the University requires the work to be performed in a specific location.
- In such scenarios, these arrangements or engagements may be considered on a limited basis and must be endorsed and recommended by the Head of Element to the Director, Human Resources for approval prior to appointment or commencement of an arrangement.
- Employees seeking to work overseas or interstate for personal reasons will potentially create additional financial and legal liabilities for the University. For specific advice, please contact your HR Business Partner and provide key information, such as the reason for the request, location, length of time and the way in which the employee will be supported and managed.
- NB: this excludes employees who reside in northern New South Wales and commute to Griffith University campus as outlined in their employment contract.

### **3.3.3 Flexi Time**

- Employees may request to temporarily vary their start and finish times to accommodate personal circumstances.
- Requests are subject to operational requirements and require advance approval from their manager. The relevant Enterprise Agreement sets out additional terms for managing flexi-time arrangements.

### **3.3.4 Accruing Time off in Lieu (TOIL)**

- The University recognises that it may request employees to perform additional hours to meet operational needs. The *Professional and Support Staff 2023-2025 Enterprise Agreement* outlines the application of TOIL for positions classified at or below Higher Education Worker (HEW) 7 in lieu of the payment of overtime rates.
- In addition to the terms set out in the Enterprise Agreement:
  - an employee cannot perform additional hours without express permission from their manager or supervisor
  - TOIL accrues at the applicable overtime rate
  - TOIL should be taken, where possible, within a 4-week period of the accrued time or as directed by the manager.

### **3.3.4 Public Holidays and Flexible Work Patterns**

- Where an agreement has been made for an employee to work a flexible work schedule such as a condensed work week, the employee cannot adjust their work pattern when a university recognised public holiday occurs on their scheduled non-workday.
- A part time employee will not be entitled to payment on a public holiday or University holiday that falls on the non-workday of an agreed work pattern. It is the responsibility of the employee and manager to ensure that their work pattern has been accurately recorded in Peoplesoft.

### 3.3.5 Changing Primary Campus Location

- The University recognises that our services to our students, staff and the community are delivered across all campus locations. This creates a potential benefit for our employees to relocate and perform their role from another campus.
- Where an employee wishes to change their primary campus location for personal reasons, a discussion with their manager is required to determine whether this is operationally viable. A manager can seek advice from their HR Business Partner.
- Where the University wishes a position to be located at an alternative campus, this will require specific advice and support from their HR Business Partner.

## 3.4 Legal Obligations to Flexible Work Arrangements

- The University also maintains compliance with our legal obligations in accordance with the Fair Work Act 2009 (Cth) and the Work Health and Safety Act 2011 (Qld).

### 3.4.1 Request under the Fair Work Act

- Employees who have been employed by the University for at least 12 months of continuous service, including a casual professional or casual academic employees who have been engaged on a regular and systematic basis, are eligible to request a flexible work arrangement, provided they meet one of the following circumstances:
  - a parent, or have responsibility for the care of a child who is of school age or younger.
  - a carer within the meaning of the Carer Recognition Act 2010 (Cth)
  - have a disability.
  - 55 or older
  - pregnant
  - experiencing **family and domestic violence**
  - provide care or support to a member of their immediate family or household, who requires care or support because they are experiencing family and domestic violence.
- If an employee meets the above personal circumstances, they are supported to raise a request for one or more flexible work arrangements directly with their manager.
- Before any decision is made in relation to a request by an employee who meets the above eligibility criteria, the manager will discuss the request with the employee and make genuine efforts to reach agreement on a change in working arrangements that will reasonably accommodate the needs of the employee and the operational needs of the work area.
- Managers should assess any requests with an inclusive, transparent and fair approach with the aim of working towards a mutually beneficial outcome for the employee and the University.
- A decision must be made, with a written response provided to the employee within 21 days of receiving the request.
- If this type of flexible working arrangement is supported by a manager, it must be formally recorded.

- If a mutually beneficial flexible work arrangement is not immediately achievable, the manager should propose a timeframe in the future for when flexible work arrangement options can be revisited.
- The manager should seek advice from their HR Business Partner to ensure appropriate compliance with these requests.

#### **3.4.2 Health and Safety**

- Off-campus workspaces must be a conducive environment that is safe and productive. The University can direct an employee to work at an alternative campus, campus location or off site where it considers there is a risk to the safety or productivity of the employee.

#### **3.4.3 Workplace Adjustments or Return to Work Plans**

- An employee may require a flexible working arrangement as part of a formal workplace adjustment or return to work plan.
- The University will consult with the employee on the specific arrangements that may be accommodated based on appropriate medical advice.
- Further advice and support will be available through the Health and Safety Team via the Injury Management and Wellbeing Partner.

### **3.5 Caring for Dependents**

#### **3.5.1 Breastfeeding and Expressing**

- Employees will be supported by their manager with flexible arrangements to support breastfeeding and expressing, including time off to breastfeed and express, and/or flexible meal breaks and work commencement and finishing times. Breastfeeding and expressing facilities are available at all campuses (see Breastfeeding and Expressing in the Workplace Procedure for more information).

#### **3.5.2 Dependant attending Campus**

- An employee may seek approval from their manager to bring a child/children on campus for a limited period of time. Approval of any such arrangement is at the discretion of the employee's manager who may approve the request in the following circumstances:
  - the child will be under the direct personal supervision of a parent or guardian at all times, including at any campus catering facility or University Library.
  - the child will not enter workshops, laboratories, special purpose classrooms, building sites or other spaces with potentially dangerous equipment/environments.
  - the child does not have an infectious medical condition.
  - the child's attendance is in line with university regulations, policies and procedures and the directives of the University, and
  - the attendance of the child is consistent with the University's Child Safety and Wellbeing Policy.

### **3.6 Recording a flexible work arrangement**

- The formal recording of approved flexible working arrangements is a requirement to ensure appropriate record keeping and clarity regarding future changes.

- The employee is required to complete the following records via PeopleSoft:
  - Working from Home
  - Changes to work fraction (FTE)
  - Condensed Work Week
- All other changes can be confirmed via email and attached to a HR General Enquires Form to be stored on the employee file.
- It is the manager’s responsibility to advise Payroll of any changes to an employee’s work fraction to ensure there are no under/over payment issues.
- Flexible work arrangements should be regularly discussed and reviewed by managers and as part of an employee’s performance and career development practice.

## 4.0 Roles, responsibilities and delegations

| ROLE                      | RESPONSIBILITY  |
|---------------------------|---|
| Director, Human Resources | Approval for working interstate or overseas (professional staff)<br>Outside of policy flexible work arrangements (professional staff) |
| Provost                   | Approval for working interstate or overseas (academic staff)<br>Outside of policy flexible work arrangements (academic staff)         |

## 5.0 Definitions

n/a

## 6.0 Information

|                 |   |
|-----------------|---|
| Title           | Flexible Work Policy  |
| Document number | 2026/0001003  |
| Purpose         | Griffith University is committed to fostering flexible work arrangements that benefit both employees and the organisation. This policy outlines the range of available flexible work options, their implementation, and management to ensure mutual advantage. While supporting employee requests, the University prioritises maintaining seamless operations and meeting organisational needs. |
| Audience        | Staff   |
| Category        | Operational   |

| Subcategory                             | Staff   |
|---|---|
| UN Sustainable Development Goals (SDGs) | This document aligns with Sustainable Development Goals:<br>11: Sustainable Cities and Communities<br>3: Good Health and Well-Being<br>10: Reduced Inequalities |
| Approval date                           | 20 January 2026   |
| Effective date                          | 20 January 2026   |
| Review date                             | 2027  |
| Policy advisor                          | Head of HR Business Partnering  |
| Approving authority                     | Director, Human Resources   |

## 7.0 Related Policy Documents and Supporting Documents

|                |  |
|----------------|--|
| Legislation    | Carer Recognition Act 2010 (Cth)<br>Fair Work Act 2009 (Cth)<br>Work Health and Safety Act 2011 (Qld)                |
| Policy         | Children in the Workplace Policy<br>Health, Safety and Wellbeing Policy  |
| Procedures     | Breastfeeding and Expressing in the Workplace Procedure<br>Employee Disability Accessibility and Inclusion Procedure |
| Local Protocol | N/A  |
| Forms          | HR General Enquires Form   |