Flexible Work Arrangements (Change of Work Pattern)

If you wish to apply for more than one Flexible Work request, these will need to be requested separately. E.g. Change of Hours and Flexi-time are two separate requests.

A. In consultation with your manager, full-time and part-time employees can now initiate a change of hours or work pattern through the “My Flexible Work - Change of Work Pattern” application.

Managers can initiate on behalf of employees through Actions – Job Change – “Add Flexible Work Arrangement for Worker” in the employee Worker Profile.

B. Start Date is when you want this new work pattern to begin from. Please select the Monday of a new pay cycle.

C. If you have multiple positions, you be able to choose which Position you want this to apply to.

D. Choose “Change of Work Pattern” for Type.
Flexible Work Arrangements (Change of Work Pattern)

Select a template that is relevant for you.

Select Submit.

You’ll receive a prompt to complete the ‘Change of Work Pattern’ questionnaire – please click “Complete Questionnaire”. You can return to this at anytime through your Workday inbox.
Flexible Work Arrangements (Change of Work Pattern)

Please read and take note of the information provided at the top of the questionnaire.

Fair Work Act and ‘Right to Request’ Provisions

The Fair Work Act 2009 (Cth) affords certain staff the 'right to request' a flexible working arrangement, when they have completed 12 months of service at the University. Casual employees are entitled to make a request if they have been employed on a regular casual basis for a sequence of periods of employment of at least 12 months immediately before making the request; and there is a reasonable expectation of ongoing casual employment by the employer. Please refer to the Flexible Working Arrangements Policy 15.55.071 for further information.

Change of Work Pattern

Your Change of Work Pattern should commence from the beginning of the fortnightly pay cycle. Please ensure the commencement date for your change of work pattern is from the Monday after your fortnightly salary payment (e.g. Monday, 29th August 2022).

If you are uncertain what the commencement date should be please refer to the column on the left hand side of the Salary Pay and Deadlines 2023 website and add 1 day for the date.

Hours per day should be outlined in a decimal format (e.g. 6.75 hours represents 6 hours and 45 mins for that day)

In submitting this application for a Change of Work Pattern, I confirm and understand that:

- I am aware and/or have sought advice for any financial, leave, superannuation and other implications in relation to flexible work.
- I must comply with any mutually agreed modifications agreed with my Manager as part of this arrangement.
- I will communicate any changes to working arrangements or routines to stakeholders, other staff or clients and address any concerns in an open and transparent manner.

Please note that you will be required to submit a new request for a Change of Work Pattern if there are amendments required.
Flexible Work Arrangements (Change of Work Pattern)

Input the total amount of hours for the fortnight / month / schedule (whichever is applicable to you) and then the amount of hours for each day.

Please note for the days you don’t work, input “0”.

When you submit the questionnaire, it will go to your Manager for review.
Flexible Work Arrangements (Change of Work Pattern)

Your Manager will receive a task in their Inbox.

The task allows your Manager to review the information provided by you.

Review Request Flexible Work Arrangement: Dr David Livingstone

40 second(s) ago - Due 06/09/2022; Effective 07/09/2022

For 3013516 Lecturer - Dr David Livingstone

Overall Process Request Flexible Work Arrangement: Dr David Livingstone

Overall Status In Progress

Details to Review

Worker Dr David Livingstone

Start Date 07/09/2022

Position 3013516 Lecturer - Dr David Livingstone

Details

Type Change of Hours/Work Pattern > Fortnightly Work Pattern - Full Time

enter your comment

Additional Information
Once your Manager approves, the request will go through to the HR Partner as a To do task to initiate a Change of Work Pattern.

**Questionnaire**
Change of Hours / 2 Week Work Patterns

**Respondent**
Dr David Livingstone

**Submission Date**
08/09/2022

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<thead>
<tr>
<th>Question</th>
<th>Answers</th>
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<tbody>
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<td>Total Hours pe Fortnight / Month / Schedule (depending on no. of weeks)</td>
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<tr>
<td>Week 1 Monday Hours</td>
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<tr>
<td>Week 1 Tuesday Hours</td>
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