

# 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

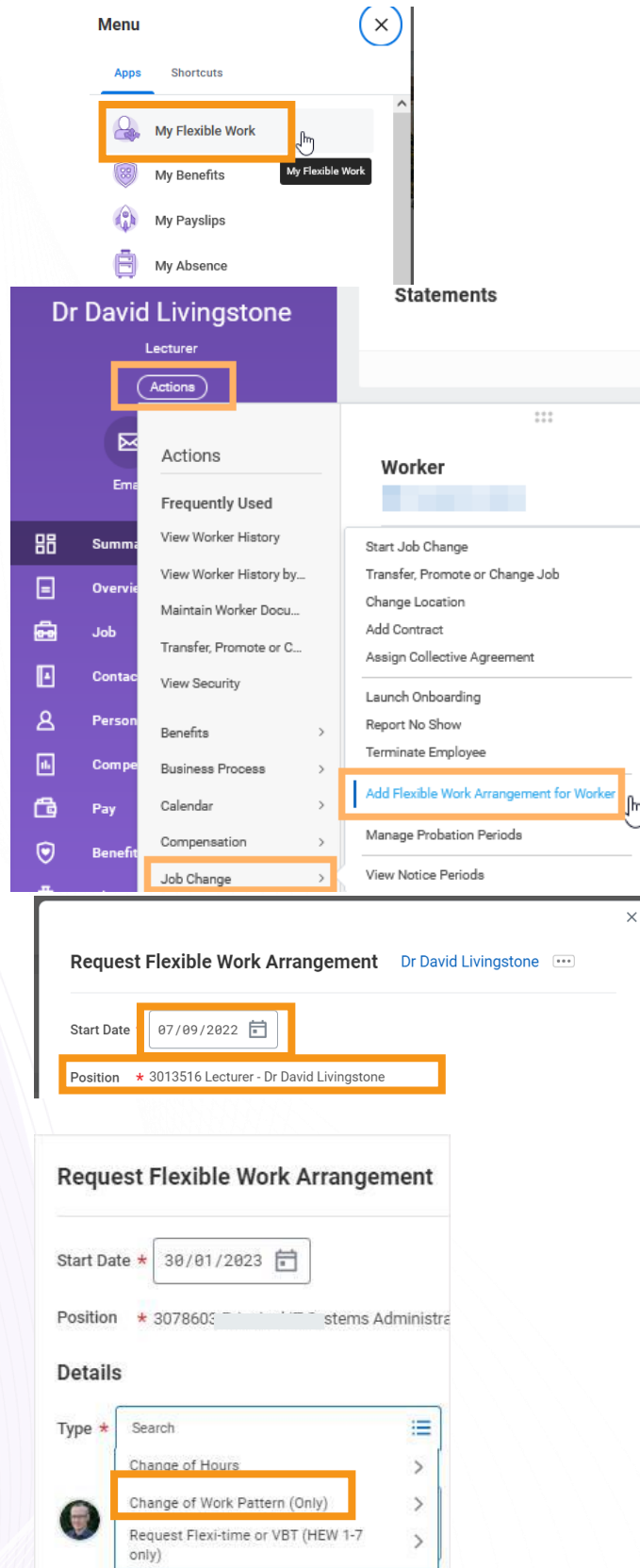
Start Date is when you want this new work pattern to begin from. Please select the Monday of a new pay cycle.

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.



The screenshots illustrate the steps to request a flexible work arrangement:

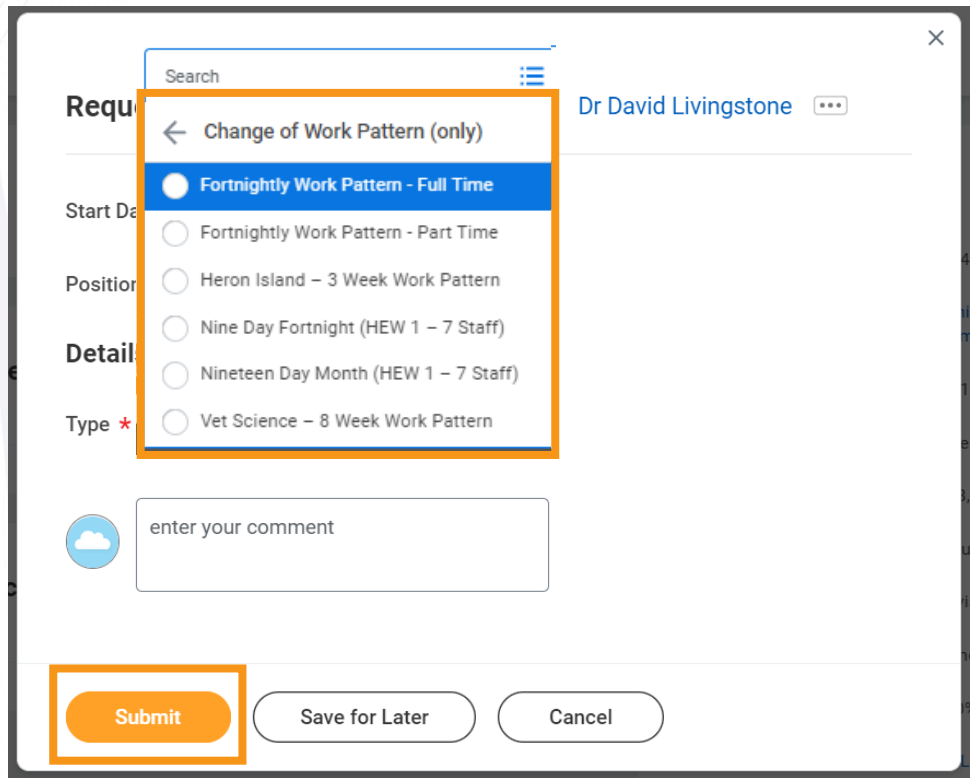
- Step 1:** The user is in the 'My Flexible Work' section of the HR system. The 'My Flexible Work' link is highlighted in the menu.
- Step 2:** The user is in the 'Actions' menu. The 'Job Change' option is highlighted, and the 'Add Flexible Work Arrangement for Worker' option is selected.
- Step 3:** The 'Request Flexible Work Arrangement' form is shown. The 'Start Date' is set to 07/09/2022, and the 'Position' is 3013516 Lecturer - Dr David Livingstone.
- Step 4:** The 'Details' section of the form is shown. The 'Type' is set to 'Change of Work Pattern (Only)'.

## Flexible Work Arrangements (Change of Work Pattern)

E

Select a template that is relevant for you.

Select **Submit**.



Search

Dr David Livingstone

← Change of Work Pattern (only)

☒ Fortnightly Work Pattern - Full Time

☐ Fortnightly Work Pattern - Part Time

☐ Heron Island - 3 Week Work Pattern

☐ Nine Day Fortnight (HEW 1 - 7 Staff)

☐ Nineteen Day Month (HEW 1 - 7 Staff)

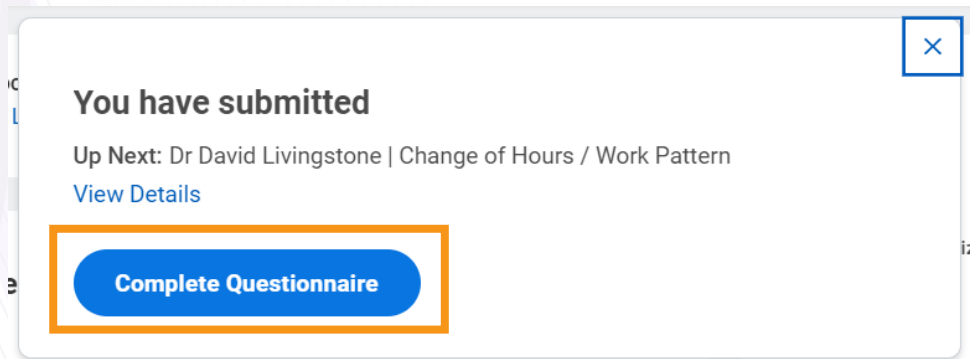
☐ Vet Science - 8 Week Work Pattern

enter your comment

Submit Save for Later Cancel

F

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.



You have submitted

Up Next: Dr David Livingstone | Change of Hours / Work Pattern

[View Details](#)

Complete Questionnaire

# Flexible Work Arrangements (Change of Work Pattern)

**G**

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 \[5.55.07\]](#) 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)

**H**

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".

**I**

When you submit the questionnaire, it will go to your Manager for review.

Please outline the reason(s) your request for a change of work pattern is being sought (Required)

Please outline any additional information that might assist with considering this application

Are you making this request in accordance with the 'right to request' provisions under the Act? (Required)

- ☒ Yes  
☐ No

If Yes to the provisions under the Act, please select any of the following that apply to you:

*\*\*For clarity, in Queensland, a child is considered school age from 6 years and 6 months until they turn 16, or they complete Year 10 (whichever comes first).*

Have you completed 12 months of service\*\* at UQ?

*\*\*For casual employees, the employee must – immediately before making the request – have been employed as a regular casual employee for a sequence of periods of employment during a period of at least 12 months and have a reasonable expectation of continuing employment by the employer on a regular and systematic basis.*

(Required)

- ☐ Yes  
☐ No

Total Hours per Fortnight (or applicable weeks) (Required)

(Professional staff only) Are you requesting to work outside the standard spread of hours for your occupational category outlined in the [University of Queensland Enterprise Agreement 2018-2021](#)?

- ☒ Yes  
☐ No

If yes, please outline the days and times you are requesting to work outside of the standard spread of hours?

Week 1 Monday Hours (Required)

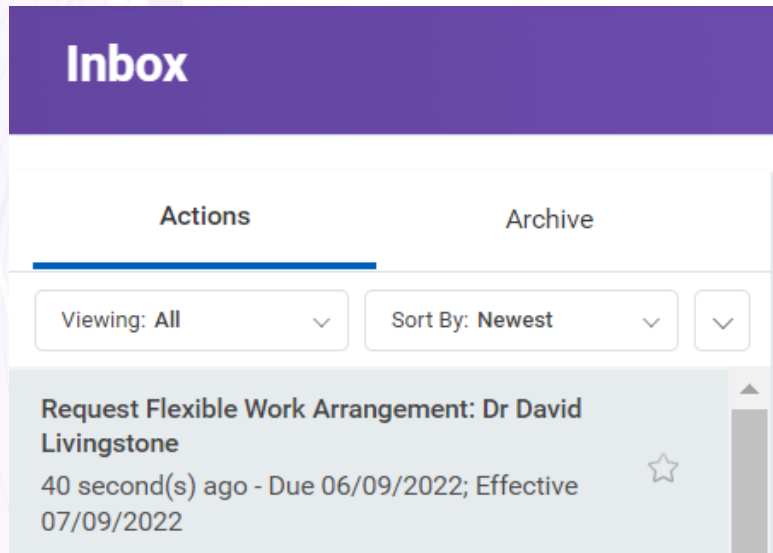
Submit



# Flexible Work Arrangements (Change of Work Pattern)

**J**

Your Manager will receive a task in their Inbox.

**K**

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




**Additional Information**


# Flexible Work Arrangements (Change of Work Pattern)

L

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.



**Additional Information**




Response 

Status Completed

Questionnaire Change of Hours / 2 Week Work Patterns Respondent Dr David Livingstone

Submission Date 06/09/2022

Turn off the new tables view ☐

15 items   

Question	Answers
Total Hours per Fortnight / Month / Schedule (depending on no. of weeks)	29
Week 1 Monday Hours	7.25
Week 1 Tuesday Hours	0
Week 1 Wednesday Hours	7.25