Flexible Work Arrangements (Request Flexi-time or VBT)

Please note - This request is only available to staff as outlined in the EA (HEW 1-7 Professional staff)

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 “Request Flexi-time or VBT (HEW 1-7 only)” for Type.
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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.
Please read and take note of the information provided at the top of the questionnaire.

In accordance with the Attendance, Hours of Work and Overtime (Professional Staff) Procedure [S.SS.05] and the University of Queensland Enterprise Agreement 2018-2021, flexi-time and voluntary banked time (VBT) may be mutually agreed between the supervisor and staff member for HEW level 1-7.

**Flexi-time**
Staff may work 40 hours 30 mins per week or 145 hours per four (4) weeks, with a maximum hours per day of nine (9) hours. Staff may accumulate a maximum of four (4) hours of flexi-time in any one (1) week period and should only carry over a balance of 7 hours 15 minutes each fortnight unless pre-approved.

**Voluntary banked time**
Staff may work 45 hours 15 mins per week or 942 hours 30 mins per 26 weeks, with a maximum hours per day of nine (9) hours. Staff may accumulate a maximum of nine (9) hours VBT credit in any one (1) period and should not accumulate a VBT balance in excess of 36 ¼ hours unless pre-approved.

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<th>Please select the flexible work type being requested (Required)</th>
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<tbody>
<tr>
<td>Flexible time</td>
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<td>Voluntary banked time</td>
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(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 |

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

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When you submit the questionnaire, it will go to your Manager for review.
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1. Your Manager will receive a task in their Inbox.

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

Once your Manager approves, a notification will be sent back to you as the employee.