Flexible Work Arrangements (Request Flexi-time or VBT)

This guide outlines how Professional Staff Hew 1-7 can request to enter a flexi-time or VBT flexible work arrangement. Please see the summary below outlining the requirements of this working arrangement, please note a staff member can only engage in either Flexi-time or Voluntary Banked Time arrangements, not both at the same time.

Important: This arrangement does not relate to Time Off-In-Lieu. Please refer to the Time and Attendance webpage for further information.

| 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 \( \frac{1}{4} \) hours unless pre-approved. |

In consultation with your manager, full-time and part-time employees can now initiate a request for Flexi-time or VBT through the “My Flexible Work – Request Flexi-time or VBT” application.

Select Menu and My Flexible Work

Select on Request Flexible Work Arrangement
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F

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

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

Choose “Request Flexi-time or VBT” for Type and select the specific arrangement you would like to request.

Click Submit

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You’ll receive a prompt to complete the "Flexi-time" or "Voluntary banked time" questionnaire – please click “Complete Questionnaire”. You can return to this at anytime through your Workday inbox.

H

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

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

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

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.