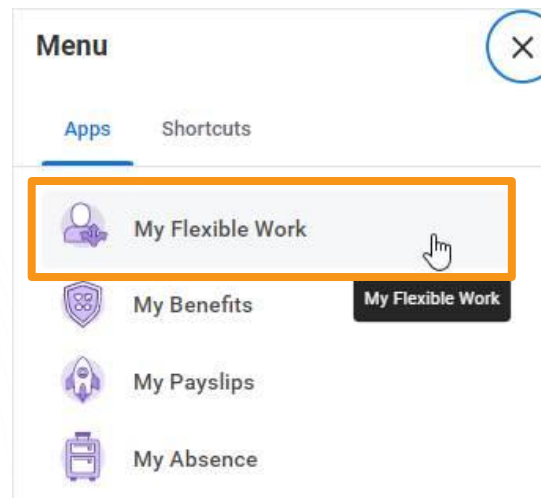


# Flexible Work Arrangements (Change of Location - Interstate)

**Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.**

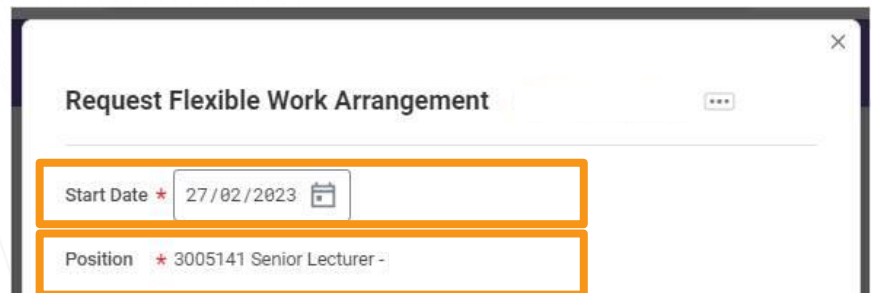
**A** In consultation with your manager, full-time and part-time employees can request to work interstate through the “My Flexible Work” application.

Navigate to the **My Flexible Work App**.

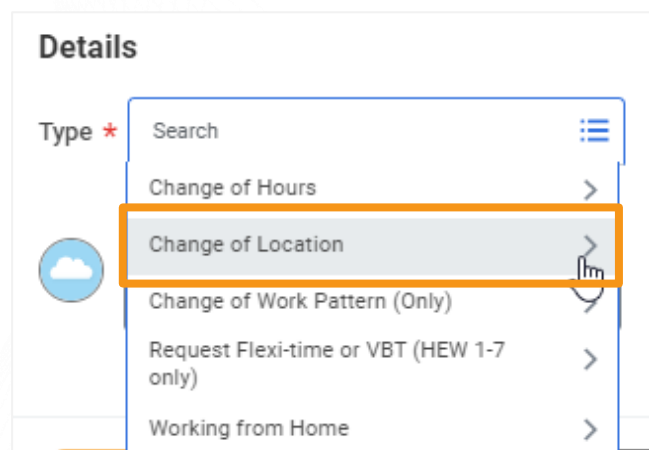


**B** Select the date that you wish the working interstate arrangement to commence.

Check that the correct position is displayed, particularly if you have multiple positions.



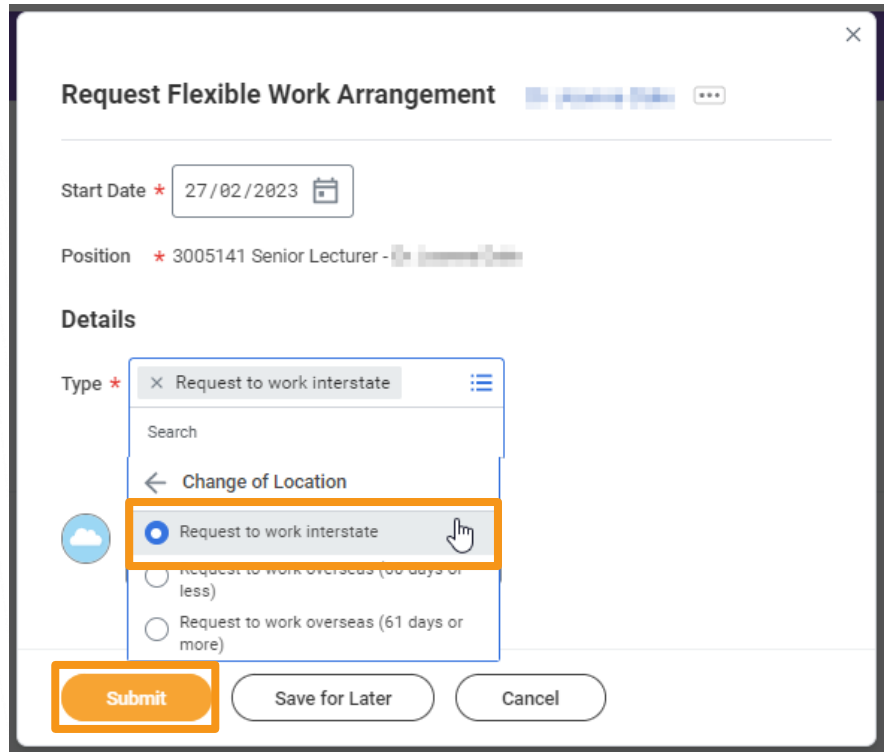
**C** Select 'Change of Location' in the Type section.



# Flexible Work Arrangements (Change of Location - Interstate)

**D** Select 'Request to work interstate'.

Select **Submit**.



**Request Flexible Work Arrangement**

Start Date \* 27/02/2023

Position \* 3005141 Senior Lecturer - [Redacted]

**Details**

Type \* Request to work interstate

Search

← Change of Location

Request to work interstate

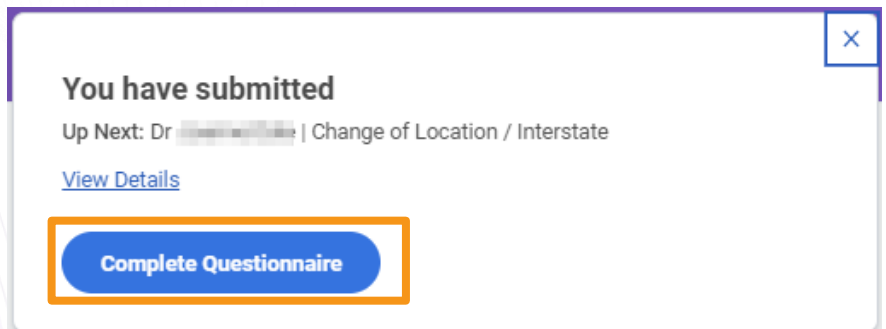
Request to work overseas (60 days or less)

Request to work overseas (61 days or more)

**Submit** Save for Later Cancel

**E** You will now be required to complete a questionnaire detailing the length of time and days you wish to work interstate.

Select **Complete Questionnaire**.



**You have submitted**

Up Next: Dr [Redacted] | Change of Location / Interstate

[View Details](#)

**Complete Questionnaire**

# Flexible Work Arrangements (Change of Location - Interstate)

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

**Note:** Before completing this request, please ensure that the [Working from Home – Work Area Self-Assessment](#) form has been completed.

## Privacy Notice

The University of Queensland collects the required information for the purpose of assessing your request to work in another location. The University will disclose the information you provide for the above purposes. The University will not otherwise disclose this information to a third party without your agreement, except in accordance with the *Information Privacy Act 2009* and other relevant privacy laws. For further information, please refer to the University's [Privacy Management Policy](#).

## Fair Work Act and 'Right to Request' Provisions

The Fair Work Act 2009 (Cth) affords staff in certain circumstances 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 Work Policy \[5.55.07\]](#) for further information.

## Flexible Work

A **flexible working arrangement** is flexible work that that has been approved following a request by a staff member under the Fair Work Act 2009 (Cth).

**Workplace flexibility** is flexible work that that has been approved following a request by a staff member made under this policy (that is not a request made under the Fair Work Act 2009 (Cth)).

**Local flexibility** means flexible work practices implemented by a manager for a team or organisational unit that their staff may request to participate in.

## Employee Declaration

If the arrangement is approved, I understand and agree that:

- I have established a dedicated workspace that accords with Health Safety and Wellness and ergonomic requirements for home-based work;
- I have purchased any additional equipment requirements necessary to facilitate the arrangement
- I understand the [Protect UQ](#) and [Cyber security at UQ](#) requirements that apply to [accessing IT systems and software remotely](#).
- The requirement to submit the [Staff Working Outside Queensland](#) form to UQ Insurance if working from interstate or an overseas location
- I must comply with any mutually agreed modifications agreed to with my manager in relation to 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
- Flexible Work, approved workplace flexibility and local flexibility can be ceased at a manager's discretion (unless a notice period set out in the Enterprise Agreement applies to the particular staff member) in accordance with the Flexible Work Policy
- Flexible working arrangements under the Fair Work Act, approved workplace flexibility and systemic flexibility can be requested and implemented for up to 12 months at a time. At the end of the 12 month period, you wish to continue your flexible working arrangement, approved workplace flexibility or approval to participate in local flexibility, you will need to reapply (including by way of discussion with your manager) for the arrangement to be continued for another 12 months.

Please note that you will be required to submit a new Change of Location request if there are amendments required or to revert to your substantive location.

**G** Review and complete all fields in the questionnaire.


Refer to the [Flexible Work Policy](#) for further information on requests made under the Fair Work Act.

Do you currently have any other active Flexible Work requests?  
(Required)

Yes  
 No


---

Date From:  
(Required)

DD/MM/YYYY 

---

Date To:  
(Required)

DD/MM/YYYY 

---

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

Yes  
 No

---

My manager is aware of the basis for this request  
(Required)

Yes  
 No

---

If you are making a request under the Act, have you completed 12 months of service at UQ?

# Flexible Work Arrangements (Change of Location - Interstate)

**H** You will be required to complete the Working from Home – Work Area Self-Assessment form and upload to the questionnaire before you can submit to your manager for approval.

Yes

No

Please outline the reason(s) for requesting to work from an interstate location  
(Required)

For requests for workplace flexibility please detail the benefits the proposed flexibility will have on productivity, service delivery and operational outcomes; and to the extent it will have a negative impact and how those impacts can be alleviated

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

Please download the [Working from Home – Work Area Self-Assessment](#) form and attach the completed form here. Please attach any further supporting documentation related to your request.  
(Required)

Drop files here

or

Select files

**I** Once you have completed the questionnaire press **Submit**.

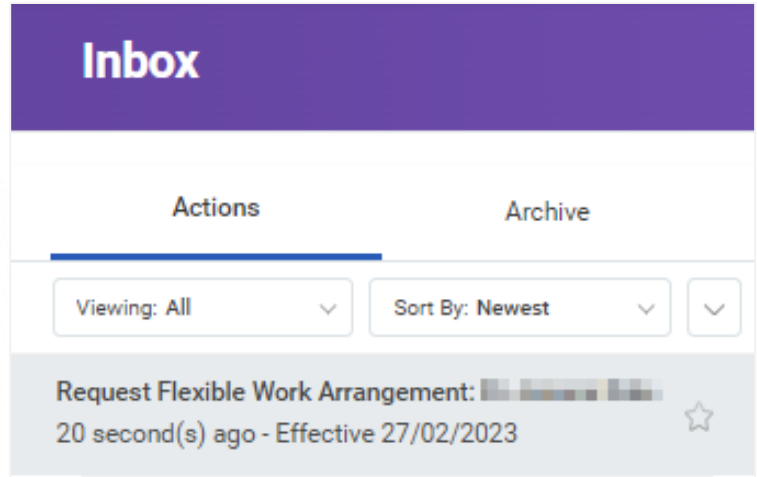
Submit

Save for Later

Cancel

# Flexible Work Arrangements (Change of Location - Interstate)

**J** Your manager will receive an inbox task to complete.



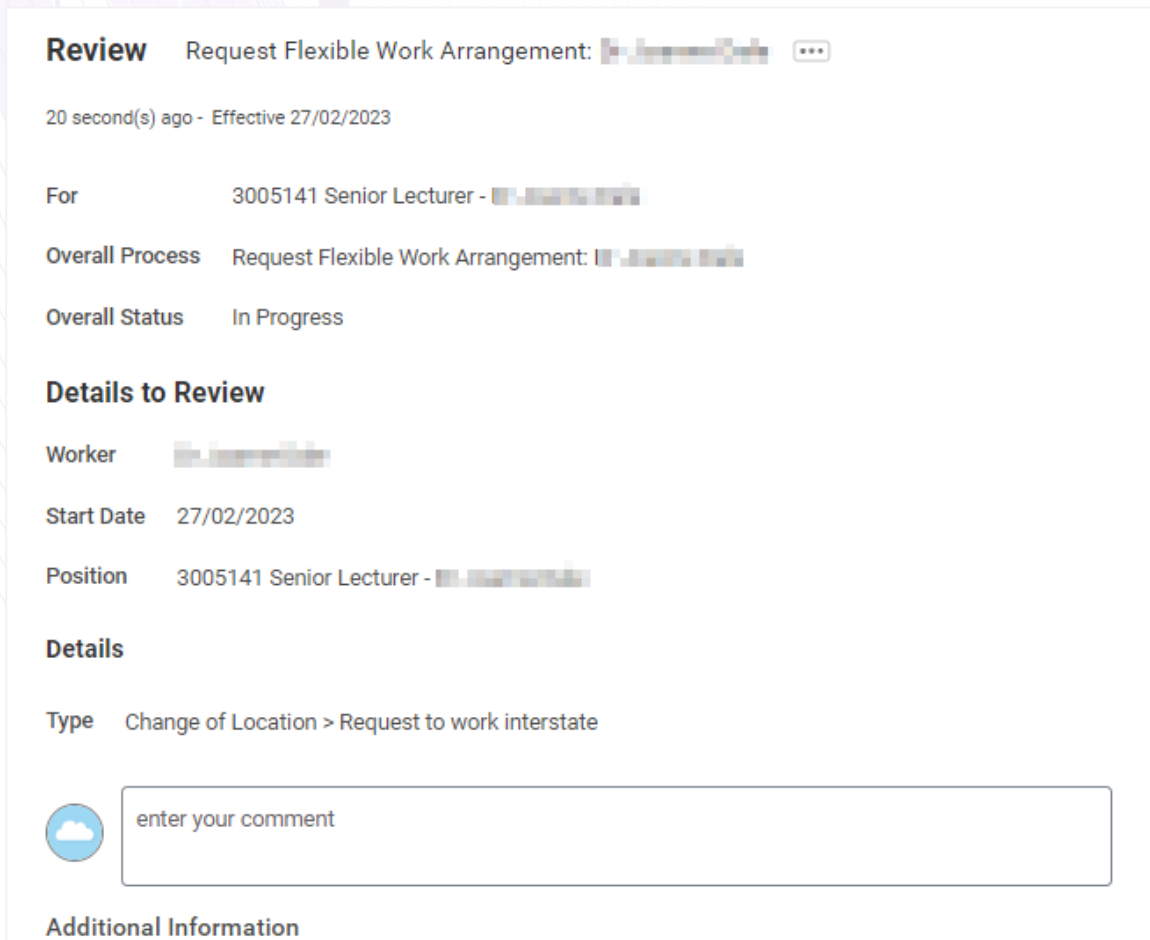
**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Request Flexible Work Arrangement: [redacted]  
20 second(s) ago - Effective 27/02/2023

**K** Managers will be required to review all details before approving the work interstate request



**Review** Request Flexible Work Arrangement: [redacted]

20 second(s) ago - Effective 27/02/2023

For 3005141 Senior Lecturer - [redacted]

Overall Process Request Flexible Work Arrangement: [redacted]

Overall Status In Progress

**Details to Review**


Worker [redacted]

Start Date 27/02/2023

Position 3005141 Senior Lecturer - [redacted]

**Details**


Type Change of Location > Request to work interstate

 enter your comment


**Additional Information**

- K** Managers can click on the 'expand' button to view the answers provided by the employee in the questionnaire before selecting **Approve**.






### Additional Information

Response 

Status Completed

Questionnaire Change of Location / Interstate (Mar 2023) Respondent 

Submission Date 15/03/2023

13 items     

Question	Answers
Do you currently have any other active Flexible Work requests?	Yes
Date From:	27/02/2023
Date To:	26/02/2024