



Flexible Working Arrangements

As of 1 January 2010, the National Employment Standards will apply to all staff of the University of Adelaide. This fact sheet provides an outline of how the Flexible Work Arrangements standard in the NES will apply to staff of the University of Adelaide.

What is provided in the NES?

Under the NES, a staff member, including long-term casuals who have completed 12 months continuous service with the employer, can request a flexible working arrangement to assist with the care of a child.

The staff member must be responsible for the care of that child and that child must be:

- Under school age; or
- Under 18 years of age and have a disability.

If a staff member makes an application to their supervisor or manager for flexible work arrangements in relation to the care of a child, and meets the eligibility criteria of the NES, then the supervisor or manager must either approve or deny that application with 21 days.

If the decision is to refuse the staff member's application for flexible working arrangements, then the supervisor or manager must provide written reasons of that refusal. A refusal to accommodate flexible working arrangements can only be made on 'reasonable business grounds'.

What flexible working arrangements are provided for at the University of Adelaide for the care of a child?

The University of Adelaide allows a staff member (other than a casual) to request flexible work arrangements for the care of a child through its Reduced Hours for Care of Children Guidelines. In addition, the University of Adelaide Collective Agreement 2006-2008 (the Agreement) provides staff with the ability to request a flexible work arrangement.

What has changed?

Supervisors and managers are now required to provide written reasons for refusing an application Reduced Hours for the Care of Children or a flexible work arrangement. A refusal can be made on 'reasonable business grounds'.

All staff including long-term casuals are entitled to apply for flexible working arrangements in accordance with the NES. Prior to applying for a flexible working arrangement a casual staff member must have:

- Been employed on a regular and systematic basis for a period of 12 months immediately before making the request, and
- A reasonable expectation on continuing employment with the University.

What if I need more information?

It is essential that managers and supervisors seek advice from Human Resources prior to entering into a flexible working arrangement.

If you have any questions about your entitlement to apply for a flexible working arrangement, please contact the HR Service Centre at: hrservicecentre@adelaide.edu.au or 8313 1111.