

FLEXIBLE WORKING

Issued by Executive Committee

October 2010

1. WACC recognises the importance of maintaining a balance between home and work life. To facilitate this, WACC is willing to consider allowing flexible working for employees under certain circumstances and when this will not compromise WACC's operations.

Application

2. An employee may apply for a flexible work schedule if he or she has as a child under the age of six (or eighteen if disabled) and
 - a. Has responsibility for the upbringing of the child,
 - b. Believes that flexible working will contribute to the care for the child,
 - c. Is, or is the partner of, the parent, adopter, guardian or foster parent of the child,
 - d. Has worked continuously at WACC for 26 weeks, and
 - e. Has not applied for flexible working during the previous 12 months.
3. A flexible work schedule may include:
 - a. A change in the number of hours worked,
 - b. A change in work start and/or finish times, or
 - c. Working from home.
4. An application for a flexible work schedule must be made in writing to the employee's supervisor and must confirm that the employee is eligible.
5. Within 28 days of receipt of the application, the supervisor will arrange a meeting with the employee to discuss the application.
6. Within 14 days of the meeting, the supervisor will advise the employee in writing whether a flexible work schedule has been approved and, if approved, the nature of the schedule.
7. If an application for a flexible work schedule is not approved, the supervisor will provide the employee with the reason why it has not been accepted, which may include the potential impact on WACC's operations.

Appeal

8. Where an application for flexible working is not approved or if it has been approved and the employee is not satisfied with the schedule indicated, the employee may appeal the decision to the General Secretary.
9. An appeal regarding an application for a flexible work schedule must be in writing and must clearly indicate the grounds for the appeal. A copy of the appeal must be provided to the supervisor.
10. Within 14 days of a receipt of an appeal, the General Secretary will arrange a meeting with the employee to discuss the matter.
11. The decision of the General Secretary, which will be communicated to the employee in writing within 14 days of the hearing, is final.

Meetings

12. At any meeting related to an application for a flexible work schedule:
 - a. The person convening the meeting may be accompanied by other suitably qualified persons, and
 - b. The employee may be accompanied by another member of staff and/or other suitably qualified person, who may address the meeting but do not have the right to respond to any question on behalf of the employee.

General

13. The employee and WACC may agree to extend the time limits indicated in this policy.
14. An employee may decline a flexible work schedule that is proposed following an application, but once accepted the new work schedule will be a permanent change to the employee's conditions of employment and there is no right to revert to a previous work schedule.
15. Nothing in the Policy precludes WACC approving flexible work schedules under other circumstances.