Flexible Working Arrangements Policy

1. Purpose

This policy sets out guidelines related to requests for flexible working arrangements.

2. Application

This policy applies to all of Greystanes Disability Services employees.

3. Who can request flexible working arrangements

Full-time and part-time employees who have been employed for at least 12 months can request flexible working arrangements if they:

- are the parent, or have responsibility for the care, of a child who is school age or younger;
- are a carer under the *Carer Recognition Act 2010*;
- have a disability;
- are 55 years old or older;
- are pregnant;
- are experiencing violence from a member of their family; or
- provide care or support for a member of their immediate family, or a member of their household, who requires care or support because they are experiencing family and domestic violence;

4. Casual employees

Casual employees can only request flexible work arrangements if:

- immediately before making the request, the employee has been employed on a regular and systematic basis and has been employed on that basis for a sequence of periods of employment during a period of at least 12 months; and

- the employee has a reasonable expectation of continuing employment with us on a regular and systematic basis.

5. What type of flexible working arrangements can be requested

The flexible working arrangements requested need to relate to the circumstances that qualify the employee to request flexible working arrangements.

Examples of changes in working arrangements include changing hours of work, changing patterns of work and changing the location of work.

Where an employee is returning to work after taking leave in relation to the birth or adoption of a child, the employee may ask to work part-time to help them care for the child.

6. How to request flexible working arrangements

A request for flexible working arrangements must be made in writing. It must set out the details of the change sought and the reasons for the change.

7. How we will respond to a request

We will provide a written response within 21 days stating whether we grant or refuse the request. If, following discussions, we have agreed on a different arrangement to what the employee requested, our written response will set out what the agreed change is.

8. Grounds for refusing a request

We may refuse a request for flexible working arrangements on reasonable business grounds. This may include, but is not limited to the following:

- the new working arrangements would be too costly;
- there is no capacity to change the working arrangements of other employees to accommodate the new working arrangements;
- it would be impractical to change the working arrangements of other employees, or recruit new employees, to accommodate the new working arrangements;
- the new working arrangements would be likely to result in a significant loss in efficiency and productivity;
- the new working arrangements would be likely to have a significant negative impact on customer service.

9. Refusing a request

We may refuse a request if:

- we have discussed the request with the employee;
- we have genuinely tried to reach agreement with the employee about making changes to their working arrangements to accommodate their circumstances giving rise to the request;
- we have not reached agreement with the employee;
- we have had regard to the consequences of the refusal for the employee; and
- the refusal is on reasonable business grounds.

If we refuse a request our written response will:

- include details of the reasons for the refusal;
- set out the particular business grounds for refusing the request;
- explain how those grounds apply to the request; and
- either:
    - set out the changes (other than the requested change) that we would be willing to make to the employee's working arrangements that would accommodate, to any extent, the circumstances giving rise to the request; or
    - set out the effect of the dispute resolution and arbitration provisions in sections 65B and 65C of the *Fair Work Act 2009* (Cth).

Application of this policy

If any part of this policy is contrary to a law or an industrial instrument, the law or industrial instrument will apply to the extent of the inconsistency.

This policy is subject to review by us and may be changed or revoked at any time.

Need more information?

Contact People	HR Contact Email: hr@greystanes.org.au
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