

## NTPS Flextime Policy

### About the Scheme

Flextime is one of the flexible work arrangement options available and is a working arrangement which allows for employees and managers to vary working hours and patterns to provide flexibility for employees to adjust their working day to suit their circumstances, and/or to achieve organisational flexibility to better meet business needs; Flextime is not applicable for shift workers.

Flextime can be a useful tool for work units wanting to accommodate fluctuating work periods. It can also be suitable for employees who may have personal commitments where a flexible approach to working hours can assist in achieving a good work life balance, subject to operational requirements.

Flextime arrangements can be put in place in a variety of work units after due consideration of:

- business needs of the work unit, in particular any specific peak times or to ensure staff coverage;
- whether the type of work is suitable to be performed under a flextime arrangement;
- the impact of flextime on others in the work unit

Provisions under your enterprise agreement (such as meal breaks, higher duties, hours of work) still apply under Flextime arrangements.

### How does Flextime work?

A flextime arrangement permits variations in start and/or finish times to allow an employee to accumulate extra flextime credit so that, when enough credit is accumulated, time off can be granted without the need to use other forms of leave.

Provided there is suitable work to do, employees can start work earlier than their normal start time or work longer in the afternoon, to accumulate flex time.

An employee must seek prior approval before accessing flex time during their normal hours of work.

Employees must request and seek approval for a flextime arrangement through the CEO or their delegate. Flextime arrangements may be instigated by an individual, a work unit or a manager.

No request will be unreasonably withheld and where any flextime arrangement may impact on employees, the appropriate consultation requirements will apply.

## Key Points of Flexitime

### 1. Operational Requirements

Although Flexitime provides scope to vary hours of attendance, there may be times when resources need to be concentrated to meet specific business needs. Managers may determine particular times and/or days where time off may not be available because of these business requirements, and this should be clearly communicated to staff.

### 2. Span of Hours

Flexitime arrangements can only be used during the span of hours (6am to 6pm). Additional hours within the span of hours will result in a corresponding flexitime credit.

### 3. Flex Sheet

All employees participating in a Flexitime scheme must complete an attendance record, called a [Flex Sheet](#). Employees must keep an accurate record of their attendance at work and absences by using a flex sheet and are required to record the following information on their Flex Sheet:

- daily start & finish times, including meal breaks; and
- if relevant, other approved leave (such as Recreation Leave, Personal Leave, Long Service Leave etc.).

The Flex Sheet is to be approved by supervisors at the end of every fortnightly period. At the end of each fortnight the employee's total hours of attendance are reconciled against the required hours for the same period. If the total hours worked is more than the required fortnightly hours, the employee will have a credit of Flexitime. If the total hours worked is less than the required fortnightly hours, the employee will have a debit of Flexitime.

### 4. Maximum Credit and Debit

An employee is able to have a maximum of two days (or equivalent number of hours) in credit and a maximum of one day (or equivalent number of hours) in debit.

The maximum credit or debit is able to be carried forward for a maximum of four weeks. It is expected the debit or credit of flexible work hours, will be reconciled within the required timeframe, unless alternative arrangements have been discussed with, and approved by the manager. Where, due to operational requirements or employee commitments, credits or debits of flexitime are unable to be reconciled within the four weeks, the employee and manager must have a discussion to plan a way to address their excess credit or debit balance, within the next four weeks.

### 5. Other Leave

Flexitime does not remove the need for other forms of leave, such as Recreation or Personal leave which are to be utilised under normal provisions applying to the employee.

Where an employee accesses other forms of approved leave, the period of this leave is recorded on the Flex Sheet and is to be counted towards the total hours worked.

## 6. Moving to a new Work Unit

An employee moving to a new work unit, either within the Department, or another Agency, should identify if the flextime scheme is used in their new work unit. If not, the employee will be required to settle their credit/debit, prior to transferring to the new work unit.

## 7. General

Anyone leaving the NTPS will be required to finalise their credit/debit liability in discussion with their manager.

If provisions under this policy are not met or are breached the Agency may review the Flextime arrangement and cease the practice.

### Other information

If an employee is dissatisfied with a flexible work option decision, the employee can seek a review through [EI 8 Internal Agency Complaints & Section 59 Grievance Reviews](#)

Flextime is just one of many flexible work arrangement options available to employees outlined in the [Flexible Work Arrangement Options Information document](#).

Version	Author	Date	Review
1.0	Office of the Commissioner for Public Employment	30 June 2015	30 June 2016