

TAFE NSW

Flexible Working Hours Agreement

Your union negotiated a Flexible Working Hours Agreement (FWHA) with TAFE NSW which allows for flex workers to accrue and take up to six Flex Days in any 12-week settlement period.

Specifically, the FWHA states:

"All eligible day workers may take up to six (6) days (or 42 hours) flex time days in the settlement period, as either full days, half days, hours or a combination. At the conclusion of a settlement period an employee may carry forward a time credit of up to 21 hours to the next settlement period."

As we are approaching the end of your first settlement period under the new Agreement, we want to remind you that you need to make arrangements now for taking your flex days, if you haven't already done so.

It is important to know that your manager must ensure that you to take your flex leave. You cannot lose the leave because you must be allowed to take it in each 12-week timeframe. Any flex leave accrued above 21 hours must be taken before 31 March.

If this means your local work unit closes for a day or a half day because replacement staff can't be found, your work unit must close to ensure you do not lose any accrued flex time.

You can also carry over 21 hours into the next settlement period if necessary or if you wish to do so.

Please ensure that if you haven't yet taken your leave, you negotiate with your manager to take it at a suitable time for both you and TAFE NSW in the coming weeks.

You can support the work of the PSA (CPSU) and your local delegates by asking your colleagues to JOIN the PSA (CPSU) [HERE](#).

[\(https://membership.psa.asn.au/Register/HowMuchPay\)](https://membership.psa.asn.au/Register/HowMuchPay)

Please forward this to your colleagues so that they know what their rights are, and encourage them to JOIN the PSA (CPSU) [HERE](#).

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