



AUSTRALIAN UNITY (Home Care)

FAQs - FLEXIBLE WORKING HOURS for ADMINISTRATIVE STAFF

Am I entitled to access flexi-time with Australian Unity?

Yes. Clause 11 of the Crown Employees (Home Care Service of New South Wales – Administrative Staff) Award 2012 relates to your entitlement to access flexi-time.

This became a copied state award and transferred with you to Australian Unity. Australian Unity has committed to keeping this award in place until replaced by an Enterprise Agreement.

Are part-time employees entitled to access flexi-time?

Yes.

How does this apply to staff?

Clause 11 provides as follows:

Bandwidth

7:00am to 7:00pm (Monday to Friday)

Core time and Standard Time

Core time is the period during the day when all employees are required to be on duty unless on approved leave.

Core time shall be of 6 hours duration, exclusive of a meal break, and shall be set by each work location.

Standard time is the hours a work location is normally open and operating and this is set by Central Office.

Debit/Credit Hours

Every 4 weeks, hours in excess of 140 are credit hours and those less than 140 hours are debit hours.

Lunch and Meal Breaks

Minimum lunch break period is half an hour and normally maximum lunch period is an hour. Lunch period in excess of 1 hour is subject to approval.

Approval for flexible lunch period is subject to approval.

Employees shall not be on duty for more than 5 hours from the time of commencement without a break.



Accumulation and Carry Over

A maximum of 14 hours can be carried forward to the next flex period and any hours over 14 hours are forfeited.

A maximum of 10 debit hours can be carried forward to the next flex period. Any debit hours over the 10 hours shall be taken as annual leave or leave without pay.

Flexileave

A maximum of 2 full days or 4 half days at any time during the flex period. Half day is 3 and a half hours for full time employees and half the normal hours worked for part-time employees.

An employee does not necessarily need to have a credit balance when taking flexileave.

Flexileave may be taken immediately before or after annual leave but cannot be taken during any period of leave.

An employee must obtain the approval of the supervisor prior to proceeding on flexileave.

How does bandwidth and core time apply when travelling on official business?

Any travel on official business during the bandwidth (7:00am to 7:00pm) on a working day shall be treated as time worked. Outside the bandwidth, employees shall be compensated in accordance with Clause 23 (Excess Travel).

Can I carry my credit hours if I am transferred to another location?

Yes, an employee transferred to another location shall carry any credit or debit hours to the new location.

What happens to my credit or debit hours if I resign or retire?

Upon notification of resignation or retirement, the employee shall take all reasonable steps to eliminate any accumulated credit or debit hours. This shall be facilitated, as far as practicable, by the work location management.

If an employee has debit hours at the last day of service, the accumulated annual leave or any money owing to the employee shall be adjusted accordingly.

If an employee has credit hours at the last day of service, he/she may receive compensation of outstanding credit hours under the following conditions:

1. Where the service was terminated without notice for reasons other than misconduct.
2. Where an application for flex leave to eliminate the accumulated hours during the period of notice was refused.
3. Where the Authorising Officer approves compensation for the outstanding credit hours.

If there are any entitlements or questions requiring clarification under your award, please email aumemberscpsunsw@psa.asn.au.