

Flexible Working Arrangements

1. PURPOSE

The purpose of this policy is to assist employees achieve balance between work and family by making flexible workplace arrangements that best suits them and The Junction.

Related documents	
Related policies and procedures, how-to task lists, forms, registers, or other organisational documents of The Junction	
Other standards	<ul style="list-style-type: none"> • NDIS Practice Standards • National Mental Health Standards • The International Standards for Clubhouse Programs • National Employment Standards (NES)
Legislation or other requirements	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 • Fair Work Act 2009

2. Scope

This policy applies to employees who have worked with The Junction for at least twelve (12) months.

3. Policy Statement

The Junction, as a best practice employer is committed to fostering flexibility to achieve a better balance between work and family responsibilities for all employees. Work and family flexibilities ensure The Junction and its employees balance work and family commitments while considering the service needs of The Junction.

4. Procedures

In accordance with the National Employment Standards (NES), an employee may request a change in their working arrangements from their employer if they require flexibility because they:

- Are the parent, or have responsibility for the care of a child who is of school age or younger
- Are a carer (within the meaning of Carer Recognition Act 2010)
- Have a disability
- Are 55 or older
- Are pregnant
- Are experiencing family and domestic violence, or
- Provide care or support to an immediate family or household member who is experiencing family and domestic violence.

Incompliance with the Fair Work Act 2009, The Junction will consider the request, and all relevant facts and circumstances in deciding whether to agree to the request. Such a request will not be refused unless it is reasonable to do so.

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Circumstances that may be relevant to determining whether a refusal is or is not reasonable include:

- The nature of the employee's work and parental care or carer responsibilities
- The nature and cost of the arrangements required for an employee to fulfill their family or carer responsibilities
- The financial circumstances of The Junction
- The size and nature of the workplace at The Junction
- The effect of flexible working arrangements on the workplace, including the financial impact on The Junction and potential additional workload on other employees
- The consequences for The Junction of having the flexible working arrangements
- The consequences for the employee of not having the flexible working arrangements.

Other factors that might be relevant in a case include:

- When the arrangements are to commence
- How long the arrangements will last
- Information that has been provided by the employee about their situation
- The accrued entitlements of the employee about their situation
- Whether any legal or other constraints affect the feasibility its responsibilities such as workplace health and safety registration or award penalty rates.

In addition, under the National Employment Standards, employee's standards, employees who have at least twelve months continuous service, with responsibility for the care of a child under school age, or for care of a child under eighteen with a disability have the right to request flexible working arrangements.

Flexible working arrangements will also be considered as a form of responsible adjustments to allow people with a disability to work safely and productively. (see information on reasonable adjustments in the Equal Employment Opportunity (EEO) and Anti-bullying Policy).

This right to apply for flexible working arrangements applies to all employees including permanent full-time and part-time employees, as well as casual employees regardless of role or job function.

Employees must put a request for flexible working arrangements in writing.

The Junction will provide a written response granting or refusing the request within twenty-one days and will only refuse such requests on reasonable business grounds. These reasons will be detailed in a formal written refusal.

Flexible work options, which may be considered by The Junction include:

- Full-time or part-time work
- Gradual return to work (for employees returning from parental leave), e.g., the employee returns part-time and then builds up to full-time work flexible start and finish times for employees to accommodate childcare and school pick up arrangements.
- Flexible rostering such as split shifts

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- Job-sharing – where two people or more employees share one full time position, each working on a part-time basis
- Working from home
- Compressed hours – where the employee works additional daily hours to provide for a shorter working week e.g., work longer hours four days a week to take one day a week off.

This is not an exhaustive list, and other options may be agreed.

Employees utilising flexible work practices will be treated no less favourably than any other employee. Flexible work is not a barrier to promotion or supervisory responsibilities.

The Junction Clubhouse Cairns Ltd (The Junction) – Flexible Working Arrangements Policy		
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