

Department of Justice – Flexible working hours update

A further meeting was held with the Department in relation to the staged roll-out of the Flexible Working Hours Agreement.

The PSA has been advised there will be, leading into the scheduled roll-out of the Flexible Working Hours Agreement, a series of regular communications to staff in managing your flex leave balances prior to the transition date.

As advised within our last bulletin the roll out schedule of the Flexible Working Hours Agreement is to set over two key dates and they include:

- » 20 August 2018 – Courts and Tribunals
- » 15 October 2018 – all other divisions.

A summary of conditions that apply under the Flexible Working Hours Agreement include:

- » 12-week settlement period.
- » 42 hours Credit.
- » 14 hours Debit.
- » 6 flex days per settlement period (12 weeks) in either full day, ½ day, ¼ day.
- » Ability to take consecutive flex days.
- » Full, ½ and ¼ day flex days.

- » Up to 2.5 hours lunchbreak with approval.
- » Defined emergency response and recovery operations.
- » Easter flex leave arrangements as provided in the Award – ½ day flex.
- » Bandwidth from 6.30am – 9pm.
- » Core time of 10am – 3pm.
- » Non-standard hours can only be entered into by way of written agreement between the employee and manager.
- » Local arrangements will continue to be observed.

We would encourage all members particularly those within the first roll out to:

- » Ensure that you complete and have up to date timesheets prior to the transition date and that you have kept a copy of your current flex leave balance.
- » Have had discussions with your manager in the best way of reducing your banked days.

If you have any questions or problems please call the PSA on **1300 772 679**.

