

COMPARISON TABLE

Crown Solicitors Office – flexible working hours provisions comparison table				
Provision	2006 Flex Agreement (current)	CSO Proposed Provisions Agreement	PSA Proposed Provisions Award	Agreed
Core time: period during the day when an employee will be required to be on duty.	9.30:am to 3:30pm, Monday to Friday	Remove core time	Core Time is 9:30am to 3:30pm	
Bandwidth: period when an employee may work, record and accrue credit for time worked.	7:30am to 6:30pm, Monday to Friday	6:00am to 10:00pm, Monday to Friday	7:30am to 6:30pm, Monday to Friday	
Settlement period: period for the purposes of time recording.	4 weeks	12 week	6 weeks	
Lunch and meal breaks: defined period when an employee takes a lunch and meal break.	11.30am to 2.30pm, a minimum 30 minutes up to maximum of 2.5 hours.	Remove parameters around lunch and meal breaks. Instead, appropriate breaks are managed between the staff member and their supervisor after five hours.	11:30am to 2:30pm, a minimum 30 minutes up to maximum of 2.5 hours	

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Minimum daily contract hours: minimum daily contract hours worked by an employee.	For a full-time employee this means 7 hours per day.	Remove the defined number of hours per day. Include provision that daily hours worked are agreed hours of work between an employee and their manager, Monday to Friday, meeting the employee's weekly contract hours.	7 hours per day	
Carry over hours (accrued hours credited to the next settlement period): maximum number of accrued work hours that can be carried over to the next settlement period.	35 hours credit and 10 hours debit.	Maintain current provision.	50 hours credit and 10 hours debit.	
Standard flex leave entitlement: term given to those periods of time that employees may absent themselves	Up to 2 days per 4-week settlement period, capped at 18 days per flex year.	Up to 5 days per 12-week settlement period, capped at 18 days per flex year.	Up to 5 days per 6-week settlement period, capped at 30 days per flex year.	

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from work, subject to approval.				
Block flex leave entitlement: the entitlement to take more than the standard flex leave entitlement per settlement period.	An employee may take one period of Block Flex Leave of between 3 and 5 consecutive days each Flex Year, subject to operational requirements.	Remove provision and replace with proposed standard flex leave entitlement of up to 5 consecutive days per settlement period, capped up to 18 days per flex year.	An employee may take one period of Block Flex Leave of up to 5 consecutive days each settlement period, subject to operational requirements.	
Overtime/time off in lieu (TOIL): directed time worked, whether before or after the ordinary daily hours of duty, which, due to its character of special circumstances, cannot be performed during an employee's ordinary hours of duty.	Applies when an employee, having already worked 7 hours on the day in question, is directed to work after 6:00pm, or is directed to work other times outside of the bandwidth hours.	Overtime/TOIL will apply where an employee is directed to work outside the agreed bandwidth or directed to undertake work before 7:30am or after 6:00pm if an employee has worked 7 hours that day. The provisions will also apply to directed weekend work.	All hours worked outside bandwidth. Excess Flex (>50 accrued flex hours) which is unable to be taken in the following settlement period.	
Hours balance on separation:	10 credit hours paid out at current salary rate.	Credit hours shall be taken as leave prior to separation	Credit hours shall be taken as leave prior to separation	

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management of accrued time upon the end of employment with the CSO.		and not paid out upon separation.	and may be paid out upon separation. Debit hours adjustment to accrued rec leave or monies owed to the Legal Officer on termination.	