

How to...

Submit a flexible work year request

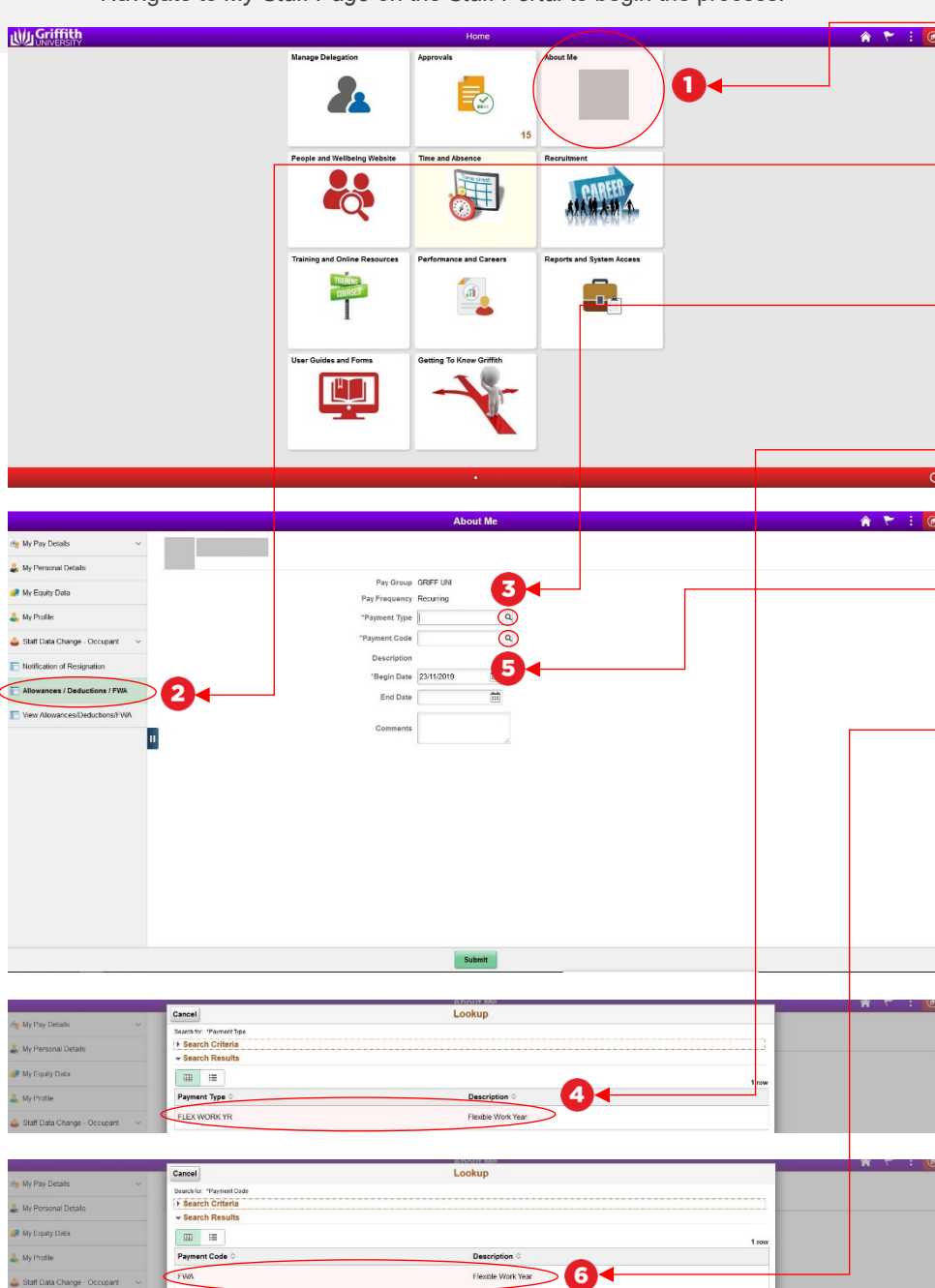
Introduction

The flexible work year is intended to provide flexibility in employment for employees with family responsibilities and for staff who wish to extend their leave options for personal reasons. This scheme is to be available to all employees, except casual employees.

This how to guide explains the process for submitting or cancelling a flexible work year request using the Flexible Work Arrangement (FWA) form online.

Step 1: Navigate to the Flexible Work Arrangement form

- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.



The screenshots illustrate the process of navigating to the Flexible Work Arrangement (FWA) form. The first screenshot shows the 'Home' screen of the 'My Staff Page' with various tiles. The second screenshot shows the 'About Me' page with a left-hand menu. The third and fourth screenshots show the 'Lookup' window for selecting the 'FLEX WORK YR' and 'FWA' options.

- Click on the **About Me** tile on the **Home** screen of **My Staff Page**
- Click on **Allowances / Deductions / FWA** from the left hand menu
- Click on the **Magnifying Glass** icon next to **Payment Type**
- Select **FLEX WORK YR - Flexible Work Year** from the pop-up window
- Click on the **Magnifying Glass** icon next to **Payment code**
- Select **FWA - Flexible Work Year** from the pop-up window

Step 2: Enter flexible work year details and submit for approval

- Enter in the details of the flexible work year you wish to submit

1 Enter the **Start Date** you wish your flexible work arrangement to take effect. If you know the end date, enter this too otherwise leave the **End Date** field blank

2 Enter the number of weeks you wish to work in a full year (out of 52) for the flexible work arrangement in the **Fraction** field. See notes for further information

3 Enter any relevant comments in the **Comments** field

4 Add any relevant attachments by clicking on **Add Attachment**

5 Click on **Submit** when you are ready to submit the Flexible Work Arrangement form

6 If you wish to cancel a flexible work arrangement request, click on **View Allowances / Deductions / FWA** from the menu on the left of the page

7 Click on the **Edit** icon next to the flexible work arrangement you wish to cancel

8 Click on **Cancel Request** to cancel the flexible work arrangement request

Step 2: Notes

Staff participating in the flexible work year scheme will be required to enter into an administrative arrangement with the University to take salary in 26 equal installments. Staff members working across the 52-week period will have access to additional days leave per annum accrued over the same period according to the proportion of flexibility that has been agreed. For example, in the case of 48/52, the

staff member would receive 48/52 of the annual salary across the 52-week period and will have access to an additional 20 days leave (flexible work year leave) per annum accrued over the same period. This additional 20 days flexible work year leave will not attract leave loading. Confirmation and all other performance decisions will be based on the proportion of work appropriate to the position.

For more information contact:

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