How to…
Apply for a Reversible Fractional Appointment

Introduction

This guide will show you how to apply for a reversible fractional appointment (RFA). RFA is the temporary transition from full-time to part-time employment. You may wish to apply for an RFA if you have responsibility for the care of dependants that prevent you from engaging in full-time work.

Before starting, please note:

- This process is not applicable to casual, sessional, unpaid and UniTemp staff.

- The Enterprise Bargaining Agreement defines a dependant as a person the employee maintains who is:
  a) their spouse
  b) their parent or your spouse's parent
  c) a child under 21 years old who is not a student
  d) a student under 25 years old who is studying full-time at school, college, or university
  e) a child-housekeeper (their child who kept house for you full-time)
  f) an invalid relative (child or sibling) 16 years old or older

  Maintaining a dependant involves any of the following:
  o   living with your dependant in the same house
  o   giving them food, clothing, or lodging
  o   helping them pay for living, medical, and educational costs

- The Enterprise Bargaining Agreement states that 'Staff must have a minimum of 12 months of continuous service and have responsibility for the care of dependants at the time of application and may be required to show documentation of depandent's need for care. Casual staff members are not eligible to apply. The period of reduced hours should normally be for not less than 12 months and not more than 5 years.'

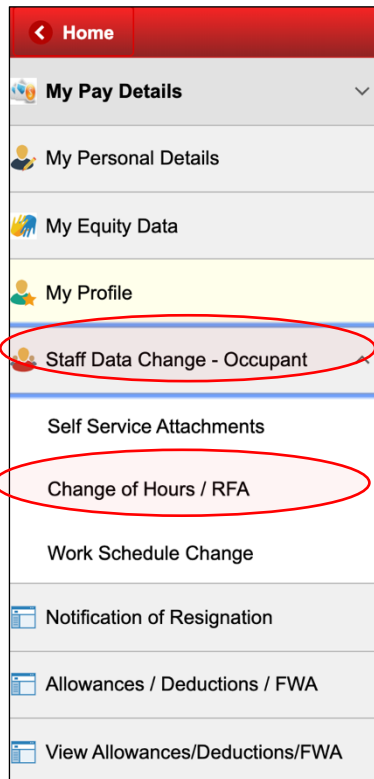- This application should be made in consultation with your supervisor.

Step 1: Navigate to the Change of Hours form

- Log in to the **Staff Portal** and select the **My Staff** link to begin.

1 Select the **About Me** tile.

2 Select **Staff Data Change - Occupant**

3 Select **Change of Hours/RFA**

Step 2: Complete the questionnaire

1 Change the answer to *Are you submitting Reversible Fractional Appointment* to **Yes.**

2 Select **Next**.

3 Complete the form and ensure times are entered in decimal format, e.g. 7 hours 15 minutes is 7.25. The standard hours per fortnight and fraction will auto-populate based on the hours entered for Pay and Non-Pay Week.

4 Select **Next**.

Step 3: Review and submit for approval

- If you need to add any comments or attachments (such as documentation of dependent's need for care), you can do so here.

1 Once you have confirmed the details entered are correct, select **Submit**.

2 The following confirmation screen will appear, and you will receive a notification email once your application has been approved.

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