Flexible work at UQ

This guide supports the University’s commitment to attracting and retaining high-quality staff, including through the provision of flexible working arrangements.

It provides information to the UQ community about the policies, processes and responsibilities that help make flexible work an everyday and successful part of the UQ working environment.

Who can access flexible work arrangements?

While UQ is committed to providing a flexible work environment for all continuing, research (contingent funded) and fixed-term staff members, the Fair Work Act 2009 (Cth) includes a “right to request” flexible working arrangements provision for the following categories of Australian employees:

- Parents or people who have the responsibility for the care of a child who is of school age or younger
- Carers, in accordance with the Carer Recognition Act 2010 (Cth)
- People with a disability
- People aged 55 years or older
- People experiencing violence from a family member
- People who are providing care/support to a member of their immediate family/household who is experiencing violence from their family

Eligible staff with 12 months continuous service can apply under these provisions and a written response must be returned within 21 days.
What else should I know?

Flexible working arrangements are subject to operational requirements of your work area and, once in place, can be withdrawn at the request of either the staff member or the university.

Staff members on a work from home arrangement are expected to participate in relevant meetings and staff development activities at UQ as required.

What are my responsibilities?

In making a request for flexible work arrangements, staff members should consider:

- The best option to meet your specific circumstances, including whether the flexible work arrangement should be temporary or permanent
- The suitability of the flexible work arrangement in relation to your position and the work you do
- Your ability to work effectively under the flexible work arrangement
- If working from home arrangements are requested; the suitability of your home working space

In assessing a request for flexible work arrangements, supervisors should consider:

- A flexible work environment affords people the opportunity to manage their personal and professional lives and is encouraged by UQ
- The suitability of the flexible work arrangement in relation the unit’s operational requirements
- The ability of the staff member to work effectively under the flexible work arrangement
- If working from home arrangements are requested; the suitability of the home working space

Useful links

**Flexible working arrangements: Policy**
ppl.app.uq.edu.au/content/5.55.07-flexible-working-arrangements

**Flexible work options at UQ**
staff.uq.edu.au/information-and-services/human-resources/pay-leave-entitlements/flexible-work

**Hours of work (Professional staff) Policy**
ppl.app.uq.edu.au/content/5.55.05-hours-work-overtime-and-staff-attendance-professional-staff

**Working from home: Procedures**
ppl.app.uq.edu.au/content/5.55.11-telecommuting

**Purchased leave: Procedures**
ppl.app.uq.edu.au/content/5.55.10-purchased-leave

**Annualised salary program: Procedures**
ppl.app.uq.edu.au/content/5.55.10-purchased-leave

**Part-time work: Procedures**
ppl.app.uq.edu.au/content/5.55.09-part-time-work

**Job sharing: Guidelines**
ppl.app.uq.edu.au/content/5.30.05-job-sharing

Talk to your supervisor and HR team about the options you would like to take.