



SUPPORTING FLEXIBLE WORK

For Diverse and Inclusive Teams

FLEXIBLE WORK

Western Sydney University is continuing its long standing reputation for fairness and equity in the workplace by supporting flexible work.

Flexible workplaces benefit employees and employers by allowing staff to balance their work commitments with their personal priorities, whilst still achieving results in the most productive way.

Through its flexible work options, the University aims to:

- Provide staff who have family commitments with options to structure their annual work cycle to enable them to manage their commitments in a better way.
- Provide a variety of options to allow for management of team (or workforce) responsibilities.

Research has supported flexible working arrangements improve staff engagement, retention, productivity and quality of output due to improved staff satisfaction and improved organisational culture.



FLEXIBLE WORKING OPTIONS

The University understands the demands of personal circumstances such as managing carer or other family or personal responsibilities. Possible options of flexible work arrangements for staff include:

- Adjusting start and finish times to accommodate carer responsibilities.
- Opting into the Flexible Hours of Work Scheme (professional staff).
- Requesting a flexible working arrangement in accordance with the applicable enterprise agreement.
- Requesting to work remotely (from home or other off-campus locations).
- Adjusting your on-campus location.

There are a number of situations where options to work flexibly might be appropriate. Staff are encouraged to review our [Workplace Flexibility Policy](#) and discuss these options with their Manager or HR Advisor.



FAIR WORK ACT 2009 (CTH)

Under the Fair Work Act, employees with 12-months continuous service are entitled to apply for flexible working arrangements. This applies to staff with personal requirements including carer responsibilities, a disability or medical condition, affected by domestic and family violence, or are 55 or over.

However, any staff member may request to work flexibly under the [Workplace Flexibility Policy](#).

QUERIES AND ASSISTANCE

Staff members should contact their HR Advisor.

Supervisors should contact their Senior HR Partner.

Staff may also contact the Office of Equity and Diversity for advice and support.



ADDITIONAL RESOURCES

For more information, visit:

- Fair Work: Flexible working arrangements [webpage: https://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements](https://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements)
- WSU: Enterprise Agreements [webpage: https://www.westernsydney.edu.au/human_resources/ohr/wsu_enterprise_agreements](https://www.westernsydney.edu.au/human_resources/ohr/wsu_enterprise_agreements)
- WSU: Flexible work options [webpage: https://www.westernsydney.edu.au/human_resources/ohr/your_employment/flexible_work_options](https://www.westernsydney.edu.au/human_resources/ohr/your_employment/flexible_work_options)
- WSU: Flexible Work Arrangements [webpage: https://www.westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/flexible_working_arrangements](https://www.westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/flexible_working_arrangements)