



# FLEXIBLE WORK FOR STAFF

## WHY FLEXIBILITY IS IMPORTANT

The changing context of work is creating new challenges and opportunities that require us to embrace greater workplace flexibility. The University supports flexible work because it benefits the whole university community, our staff and our students. It enables staff to achieve results in the most productive way possible and at the same time balance work commitments with personal priorities.

The University has a variety of short- and long-term provisions and practices that come under the umbrella of flexible work arrangements. The flexibility may relate to when, where and how work is done.

## YOUR OPTIONS

### → WORKING FLEXIBLE HOURS

- Changing start and finish times
- Flexi time
- Individual flexibility arrangements

### → TELECOMMUTING

Opportunities to work from home or other off-campus locations may be possible, depending on business needs and according to terms approved by a staff member's manager. There are a number of situations where this option might be appropriate.

### → ALTERNATIVES TO FULL TIME WORK

- Part-time work
- Job sharing
- Purchase Additional Leave Scheme
- Flexible pre-retirement arrangements

### → LEAVE

The University has a suite of generous leave provisions, including Annual Leave, Personal Leave, Parental Leave, Phased Return to Work after Maternity Leave and Leave Without Pay.

## QUERIES AND ASSISTANCE

Staff are encouraged to consult with their managers to create individual working arrangements which best suit their particular circumstances taking into consideration operational requirements.

- Staff members should contact your HR Advisor
- Supervisors should contact your Senior HR Partner

## FOR MORE INFORMATION

Leave:

[westernsydney.edu.au/people\\_and\\_culture/opc/leave#3](https://westernsydney.edu.au/people_and_culture/opc/leave#3)

Flexible Working Arrangements:

[westernsydney.edu.au/people\\_and\\_culture/opc/leave#3](https://westernsydney.edu.au/people_and_culture/opc/leave#3)

[westernsydney.edu.au/equity\\_diversity/equity\\_and\\_diversity/gender\\_equality/flexible\\_working\\_arrangements](https://westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/flexible_working_arrangements)