



NATIONAL LIBRARY OF AUSTRALIA

Attendance and Time Reporting

Human Resources Branch

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This Policy replaces Administration Circular – 2006/02

ATTENDANCE AND TIME RECORDING

The National Library Certified Agreement 2004-2007 contains flex time provisions in Clauses 107-123 (see Attachment A). In addition to these provisions the following policy and procedures have been developed for the observance and guidance of staff;

1. Flex time provides the framework for an employee's pattern of attendance at work to be varied according to the needs of the employee and the requirements of the work unit. It is not a system that is designed to increase or reduce the total number of hours that must be worked.
2. For flex time arrangements to work effectively managers and employees have a responsibility to manage hours of work to ensure that individuals are not building up excessive flex credits without:
 - (a) the opportunity to flex off; and
 - (b) being productively employed, i.e. a manager may require an employee not to accumulate flex credits where there is insufficient work.
3. Arrangements for flex time will be in accordance with operational requirements, occupational health and safety principles and the personal needs and responsibilities of the employee and be approved by supervisors.
4. An employee must not work for longer than five hours without a break for a meal of a minimum of thirty minutes. Flex time can be worked within the hours of 7 am to 9 pm Monday to Friday. The settlement period is 40 days with a maximum credit of 25 hours and a debit of 10 hours.
5. The Library has a responsibility to minimise the extent to which excessive hours are worked by its employees. The managers will develop strategies to reduce the incidence of excessive hours being worked.
6. Flex time forms must be completed promptly at the end of the flex fortnight and be approved by the supervisor or delegate. The completed flex time forms are to be held centrally in each Branch/Division by a designated officer and forwarded at the end of each calendar year to the Human Resources Branch for longer term storage.
7. Applications for leave should be completed promptly when staff return from unscheduled sick leave or personal leave. Applications for recreation leave, long service leave, leave without pay or other forms of leave must be submitted for approval prior to commencement of leave to enable proper consideration by the delegate. All leave applications should be considered by the supervisor or manager with the appropriate delegation and should be forward to Human Resources Branch for processing using the Employee Self Serve System where possible.
8. It is the responsibility of all staff, supervisors/managers to ensure all applications for leave are submitted promptly.
9. The electronic flex time form is located on the intranet under Staff Services. Click http://ourweb.nla.gov.au/documents/corp_forms.html

Responsibility of Staff Member completing a flex time form

10. Flex time form guidance is as follows.
11. All starting and finishing times should be recorded accurately and saved daily.
12. Your record of attendance must always be available for checking and verification by your Manager/Supervisor.
13. On the *Flex time Form*, indicate personal details such as your name, branch/section and fortnight ending date. Fortnight ending date is the end date of your current pay period (which is a Wednesday).
14. Any absences such as extended lunch breaks, medical, dental or any other personal appointments should not be entered as time worked. If you leave your workplace for a medical appointment at 9.30 before lunch, indicate that you were OUT at 9.30. However, in this situation, you may also apply for Personal Leave. Indicate this leave under Type in the Approve Leave column and state the amount of time taken.
15. Personal Leave, Sick leave, Public Holidays and Recreation Leave are to be entered in the Type column under Approved Leave. The time period taken should be recorded in the Amount column (e.g. 7:21).
16. Only approved Study Leave that is taken during standard hours of work should be recorded as study leave. State *Study Leave* under Type in the Approved Leave column and the time taken during the standard hours of work in the Amount Column.
17. Flex time is to be entered only where a whole day is taken. Indicate *FLEX* under Type in the Approved Leave column, but do not enter any number of hours taken in the Amount column.
18. Once the fortnight period is complete, print the Flex time Form, sign and submit it to your supervisor/manager for certification.
19. To commence new recording period click on clear entries and remember to type in your flex credit or debit.

Responsibility of Supervisor/Manager signing a flex time form

20. For the purposes of approving flex time a supervisor must be at least at the APS 5 level and have responsibility for managing the staff member concerned. All leave requests must be submitted through the supervisor.
21. Supervisors must ensure that calculations are correct and the all leave applications have been submitted along with medical certificates and other relevant documentation. Prior approval is needed before flex time or personal leave is taken. Supervisors must also authorise the carry over of flex time credits where appropriate.

Flexible Working Arrangements (Certified Agreement extract) Attachment A

102. Hours worked by Employees will contribute to an Employee's Flex time balance, unless approved as Additional Paid Time under Clause 124. Employees may work a normal flex time week between 7:00 a.m. and 9:00 p.m. Monday to Friday, subject to operational requirements of the Library and the agreement of the Employee's Supervisor.
103. Employees working in Stack Services, Reader Services (Main Reading Room and Newspaper Reading Room), Visitor Information Centre and the Library shop may work a normal flex time week from 7:00 a.m. to 9:00 p.m. Monday to Friday and 8:00 am to 5:00 p.m. Saturday and Sunday, subject to operational requirements and the agreement of the Employee's supervisor. For these Employees, payment of a 20% loading will apply for Saturday duty and payment of a 100% loading will apply for Sunday duty.
104. **Executive Level 1 and 2** Employees will be on duty and available in accordance with achieving agreed outcomes, and at other times dictated by workload or Government needs. Executive Level Employees will not have access to flex time arrangements.
105. Managers have a responsibility to minimise the extent to which Executive Level Employees are required to work excessive hours. In those circumstances where work pressures result in an Executive Level Employee(s) being required to work or being likely to work excessive hours over a significant period, the manager will review workloads and priorities in consultation with the Executive Level Employee(s). The review will include consideration of appropriate strategies for addressing the situation.
106. Executive Time off in lieu (TOIL): Executive time off in lieu is a way of recognising good work and commitment and access is subject to the approval of an Employee's manager. The manager may provide the Employee paid time off, with any such absences being recorded as a diary note or by some other agreed method. Executive time off in lieu is expected to be a limited entitlement and is not intended to compensate on an hour for hour basis.

Flex time

107. **Flex time applies to all Library Employees**, with the exception of Employees whose actual classification is Executive Level 1 or higher or who are employed on an Irregular or Intermittent basis.
108. Under flex time, Employees may choose what times they start and finish work subject to Clauses 102 and 103 and the operational requirements of the Library and the agreement of the Employee's Supervisor.
109. **The flex time settlement period** is 40 working days.(i.e. 4 fortnights).
110. Flex time leave may only be granted for the equivalent of 6 working days in the settlement period. Employees also have the option of taking 3 days consecutively subject to the operational requirements of the work area.
111. Approval of Flex time leave will only be granted subject to the operational requirements of the work area and prior approval of the Supervisor. Flex time leave should only be granted where Employees are in flex time credit. This will not prevent Employees going into flex time debit as a result of an absence.
112. **Artificial or complex arrangements** of flex time leave and other forms of leave that require unusual amounts of processing will not be approved.

113. **The maximum flex time credit** which Employees may carry over at the end of the 40-day settlement period is 25 hours. **The maximum debit** that may be carried over at the end of the 40-day settlement period is 10 hours.
114. These credit/debit figures will be set for Part-Time Employees according to the following table.

Maximum Credit/Debit Carryover for Part-Time Employees

Hours worked per week	Maximum Debit	Maximum Credit
33 hours to 36 hours 45 mins	-10 hours	25 hours
28 hours to 32 hours	-8 hours	20 hours
23 hours to 27 hours	-7 hours	17 hours
18 hours to 22 Hours	-5 hours	14 hours
13 hours to 17 hours	-4 hours	10 hours
8 hours to 12 hours	-3 hours	7 hours
1 hour to 7 hours	-1 hour	3 hours

115. Employees will each day record their actual time of commencing and ceasing work and any breaks. The method of recording will be agreed between the Employee and his/her Supervisor. Supervisors must ensure that flex time records are maintained for all Employees classified at the APS 1 to 6 level.
116. Employees should not be permitted to build up flex time credits where there is insufficient work to justify their working in excess of their normal working day.
117. If Employees fail to comply with the flex time provisions, the Director-General or Delegate has the authority to revert Employees to working during the following hours for a period (but not indefinitely):
- (i) Full-time Employees - 7 hours 21 minutes per day between the hours specified in Clauses 102 and 103; or
 - (ii) Part-Time Employees - the Agreed Hours of Duty.
118. Where demand exists and resources permit, flex time can be used to staff public or Employee contact areas throughout the working day.
119. **Where an Employee has an excess flex time debit** (i.e. over the set limit) at the end of the settlement period, the excess hours should be acquitted as Other Leave (without pay). The use of recreation leave to acquit flex time debits is not permitted, as recreation leave is intended to give Employees a reasonable period away from work. Employees who regularly incur excess debits should be counselled on the need to improve their attendance pattern, but if they persist they can be required to work set hours as set out in Clause 117. If the Employee continues to incur excess flex time debits action may be taken under the Library's Breaches of the Code of Conduct policy. An excess flex time credit may be carried over with the approval of the Supervisor but it is expected that the excess credit would be acquitted during the following settlement period.
120. Where an Employee is absent from duty without approval, all pay and other benefits provided under this Agreement, e.g. flex time, will cease to be available until the Employee resumes duty or is granted leave. Where flex time no longer applies, Employees will revert to set hours as set out under Clause 117.
121. Employees should take their flex time credits as flex time leave before ceasing employment with the Library, and Supervisors will ensure Employees are provided every reasonable opportunity to achieve this.
122. **On cessation** with the Library an outstanding flex time credit will be cancelled, and an outstanding flex time debit will be deducted as Other Leave (without pay). On

commencement with the Library, the Employee will commence with a nil flex time balance.

123. **Additional flexible arrangements** may be approved by the Director-General or Delegate where requested by an Employee. These arrangements include:

- (i) **ongoing 4 day working week arrangements**, or similar, for full-time Employees. Any agreed days off under such an arrangement will be considered to be outside the Employee's Full Time Working Week and will not be considered as leave or flex time leave. Subject to satisfactory rostering arrangements, service delivery and workflow requirements, an application under this sub-clause will not be unreasonably withheld;
- (ii) **working from home**. An Employee may request approval to work from home on either a regular or temporary basis. Where such a request is made:
 - (a) the Director-General or Delegate will consider the request in the light of operational requirements, cost effectiveness and the circumstances of the Employee; and
 - (b) working from home arrangements will be in accordance with the Library's Home Based Work Policy.