

Part-Time Work Procedure

Section 1 - Purpose and Objectives

(1) This Procedure outlines the conditions and process for applying to work part-time on a temporary or permanent basis.

Section 2 - Definitions, Terms, Acronyms

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the Human Resources Sub-delegations Schedules .
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026 , or as amended or replaced.
Language Teacher	As defined in the Enterprise Agreement.
Part-time	A staff member engaged for a specified proportion of full-time employment, as defined in the Enterprise Agreement.

Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to continuing, research (contingent funded) and fixed-term staff members covered by the Enterprise Agreement.

Section 4 - Procedure Statement

(3) A staff member may apply to work part-time on a temporary or permanent basis, subject to approval in accordance with this Procedure.

(4) A staff member who is considering reducing the number of hours worked during a transition to retirement should refer to the [Transitioning to Retirement Guideline](#) for more information.

(5) This Procedure should be read in conjunction with the [Flexible Work Policy](#) where applicable.

Section 5 - Part-time Work

(6) Part-time work is a flexible work arrangement that can provide staff members with flexibility to balance their personal and professional life.

(7) A staff member may apply to work part-time on a temporary or permanent basis.

(8) A staff member who works part-time will accrue leave and other entitlements on a pro-rata basis.

(9) Certain staff members have the 'right to request' a flexible work arrangement in accordance with Section 65,

Division 4 of the [Fair Work Act 2009](#) (Cth), as referenced in the [Flexible Work Policy](#). A range of flexible work arrangements are available at the University as outlined in the Flexible Work Policy.

Part-time Work Arrangement on a Temporary Basis

(10) A staff member may request to work part-time on a temporary basis, subject to approval by the Authorised Officer for Flexible Work Arrangements.

(11) A temporary part-time work arrangement may be approved for a period of up to 12 months, subject to review.

(12) A staff member who has temporarily varied their employment to work part-time will revert to their substantive hours/service fraction at the cessation of the variation, unless a further extension or variation is approved.

Part-time Work Arrangement on a Permanent Basis

(13) A staff member may request to work part-time on a permanent basis, in accordance with the Enterprise Agreement, where:

- a. a staff member's position is affected by a restructure, redeployment or redundancy;
- b. a staff member is a continuing full-time Language Teacher; or
- c. a staff member is returning to work after a period of Parental Leave.

(14) For more information on the circumstances in which a staff member can request to work part-time on a permanent basis, please refer to the [Enterprise Agreement](#).

(15) In exceptional circumstances, for reasons other than those outlined in the Enterprise Agreement, a staff member may make a request to work part-time on a permanent basis, subject to operational requirements.

(16) A staff member should ensure that they are aware of the impact of working part-time (e.g. superannuation and leave accrual impact) prior to requesting to work part-time on a permanent basis.

(17) The Authorised Officer for the approval of a request to work part-time on a permanent basis is the Authorised Officer for appointment at the relevant level.

Section 6 - Applying for Part-time Work

Staff Member Responsibilities

(18) A staff member should discuss a request to work part-time on a temporary or permanent basis with their supervisor and/or the Authorised Officer.

(19) A staff member may make a request to the Authorised Officer to work part-time on a temporary or permanent basis using the [Change of Work Pattern and Part-time Work form](#).

(20) A staff member must provide the following information with their request:

- a. whether a temporary or permanent variation is being sought;
- b. the part-time hours sought;
- c. the commencement date and end date (where relevant) of the variation;
- d. the staff members personal circumstances where relevant; and
- e. job share arrangements, where relevant.

(21) A staff member that has been approved to vary their employment to work part-time on a permanent basis will receive a contract variation outlining the details of the variation.

Requests Submitted in Accordance with the Provisions of the Fair Work Act 2009 (Cth)

(22) A staff member who is requesting a flexible work arrangement in accordance with Section 65, Division 4 of the [Fair Work Act 2009](#), as referenced in the [Flexible Work Policy](#), may be requested to provide reasonable evidence to support their application to the Authorised Officer.

Authorised Officer Responsibilities

(23) When considering requests to vary a staff member's employment to part-time on a temporary or permanent basis, consideration should be given to:

- a. duration of the variation being sought;
- b. operational requirements;
- c. the suitability of the position as a job share arrangement, where relevant;
- d. budgetary requirements, where relevant;
- e. the staff member's personal circumstances, where relevant; and
- f. whether the request for a part-time work has been made in accordance with Section 65, Division 4 of the [Fair Work Act 2009](#), as referenced in the [Flexible Work Policy](#).

(24) An approved [Change of Work Pattern and Part-time Work Form](#) should be forwarded to the relevant Human Resources Division staff for processing.

Requests Submitted in Accordance with the Provisions of the Fair Work Act 2009 (Cth)

(25) Where a request is submitted in accordance with Section 65, Division 4 of the [Fair Work Act 2009](#), the University is required to provide a written response within 21 days of receipt of the request. The University may only refuse a request for flexible working arrangements made in accordance with the Fair Work Act 2009 on reasonable business grounds.

(26) In the instance a request made under this section of the Fair Work Act 2009 is not approved, the Authorised Officer must consult with the Human Resources Division prior to informing the staff member of the decision.

Status and Details

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Effective Date	9th October 2016
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Enquiries Contact	Human Resources Division