

Attendance and Flexible Working Hours

The standard full-time hours in the Bureau (Head Office) are 0845 to 1706 with 1 hour for lunch (1300 to 1400). This translates as:

- 7 hours 21 minutes per day;
- 36 hours 45 minutes per week; and
- 73 hours 30 minutes per fortnight.

If you are working part-time hours, the hours and days on which you will work will be your 'standard' hours. Employees on full and part-time hours are eligible to use the Flexible Working Hours Scheme.

The Flexible Working Hours Scheme permits you to vary your commencing and ceasing times and work breaks each day you work within the bandwidth of 0700 to 1900. Other features include:

- You are required to be in attendance during the core time hours of 1000 to 1200 and 1400 to 1600.
- You must take a minimum half-hour lunch break.
- The maximum time you can work without a break is five hours.
- The maximum time that can be worked on any day is ten hours.
- You may accrue a credit (up to 25 hours) or debit (up to 10 hours) depending on how many hours you work. Accruals are calculated at the end of a four-week 'settlement period'.

A maximum of 12 hours core time flex leave may be taken during any settlement period, subject to approval. This leave can be taken as three consecutive days. You are encouraged to use flex leave for absences of one day or less.

The Flexible Working Hours Scheme Handbook details this information and is available on our intranet site at:

All Bureau day workers (non-shiftworkers) now work an extended standard working day of 7 hours and 25 minutes. This is an increase of 1 hour and 20 minutes in each four-week settlement period. This additional time worked will facilitate the paid absence of non-shift workers during the two-day shutdown period between Christmas and New Year's Day.

This applies to both full time and part time employees.

Part -Time Employees

Employees in any classification may be employed as regular part-time employees for an agreed number of regular hours per week which is less than the ordinary hours of duty specified above. Regular part-time employees will receive, on a pro-rata basis, equivalent remuneration and other conditions of employment to those of a full-time employee. In relation to expense related allowances, the employee will receive entitlements specified in the relevant clauses of the Bureau's Certified Agreement.