

Seasonal, Part-Year or Annualised Employment Guidelines

Last updated: 5 June 2017(administrative changes only)

Policy assigned to: Director, Human Resources

Overview

The [Flexible Working Arrangements Policy](#) outlines the range of leave and flexible working arrangements available at the University to attract and retain staff members; to provide flexibility in meeting business needs; and to assist staff to manage their work and personal responsibilities. The Seasonal, Part-Year and Annualised Hours guidelines provide details for implementing one of the flexible working arrangement options for professional staff.

Scope

Professional staff (excluding casual staff) employed by the University.

Related Documents

- The [University of Sydney Enterprise Agreement –2013-2017](#) (“the Agreement”)
- [University of Sydney \(Delegations of Authority - Administrative Functions\) Rule 2016](#)
- [Flexible Working Arrangements Policy](#)

Guidelines

Seasonal, Part-Year and Annualised Hours are employment arrangements for staff which over a 12 month period may incorporate periods of full-time work, part-time work and periods during which no work is required. The arrangement may be temporary, for a defined period (minimum 12 months) or on an on-going basis, for either continuing or fixed-term appointments.

Where staff with a seasonal, part-year or annualised hours arrangement work for a total number of hours in a 12 month period that is less than the equivalent of full-time hours, these arrangements are treated as part-time for the purpose of calculation of service and all relevant employment conditions.

Staff employed on these forms of flexible working arrangements may elect to:

- (a) have their hours of work averaged over a 12 month period and be paid fortnightly according to their averaged hours (an Annualised hours arrangement); or
- (b) be paid for the hours that they actually work, and take accrued paid leave, or when paid leave entitlements are exhausted, unpaid leave, during periods that they are not required to work (a Part-Year arrangement).

An election will be operative for a minimum of 12 months, and may be altered no more than annually.

Seasonal, Part-Year and Annualised Hours employment arrangements provide flexibility to meet both the needs of staff and the University’s operational requirements.

These arrangements can be attractive, for example:

Work that:

- is only required for part of the year or during semester, such as preparation for Laboratory sessions during semester-based courses;
- has peaks and troughs eg editorial tasks associated with publication cycles.

Staff that:

- have personal requirements (eg. study) during a few months of the year;
- have young children and need to accommodate school hours and school holidays.

Options for implementing Seasonal, Part-Year and Annualised Employment:

- The University may employ staff on a part-year or annualised hours basis to meet operational needs;
- An eligible casual staff member may apply for conversion to non-casual employment with a part-year or annualised hours arrangement consistent with the pattern of hours in their casual engagement;
- A staff member may apply to vary his or her contract of employment to a part-year or annualised hours employment arrangement.

Alternative modes of employment to Seasonal, Part-Year or Annualised Hours employment include:

- Regular full-time or part-time employment - suitable for positions with regular weekly / fortnightly work patterns throughout the year;
- Casual employment - suitable where the work is ad hoc, intermittent, unpredictable or involves hours of work that are not regular, and/or the requirement for the position is short-term.

Part-Year Arrangements

Definition

A staff member with a **Part-Year employment and payment arrangement** works one or more periods or seasons in each year. During the periods of the year that the staff member is not required to work, their employment contract will continue but when they have exhausted accrued paid leave, they are deemed to be on **leave without pay**.

Payment of salary

Part-year staff members receive **regular fortnightly salary payments during the period(s) of the year when they are working**, but apart from periods when taking accrued paid leave, they do not receive salary payments during the periods when they are not working.

Service

The periods where the staff member is deemed to be on leave without pay do not count as service for any purpose, but do not break the continuity of service. A Part-Year staff member's service and increment dates will be affected by periods of leave without pay.

Leave

Leave entitlements accrue on a proportionate or pro-rata basis determined by the number of hours worked by the staff member within the year.

Taking leave: Leave, including sick leave, is only available to the employee during the hours/days for which the Part-Year staff member is engaged to work. The timing of taking annual leave (and long service leave) will depend upon the agreed work arrangements and will be determined by the University, in consultation with the staff member. However, accrued annual leave entitlements would normally be taken during periods when the staff member is not required to work and be exhausted immediately prior to commencing leave without pay. For example, a staff member who only works for the first 6 months of the year is entitled to 2 weeks accrued annual leave. If the employee's annual salary is only for the 6 months, then the 2 weeks leave must be taken during the 6 months period, with the timing based on operational needs. If their part-year salary has been calculated as 6 months **plus 2** weeks to accommodate annual leave accrual, then the leave will be taken at the completion of the 6 months work, and their leave without pay will commence after their annual leave entitlement and payment is exhausted.

Recording leave taken

Any leave taken must be requested via [myHRonline](#) or a [leave booking form](#). Leave is recorded as the regular number of hours that the staff member was scheduled to work on the day(s) that the leave is taken.

Public Holidays

Staff with a Part-Year arrangement are entitled to the benefits of public holidays that fall on days on which they would normally work during the part(s) of the year that they are engaged to work.

Recording and Monitoring Hours

The operational management of the hours worked, and the leave taken, under a Part-Year working arrangement is the responsibility of the Supervisor.

Additional Hours and Overtime (where applicable)

Where a Part-Year staff member is requested to work additional hours, the staff member is to be paid additional ordinary hours, or overtime, or take time-in lieu, on the same basis as other part-time staff, that is, additional hours are paid at the ordinary rate up to the ordinary hours of an equivalent full-time staff member. Where there is an entitlement to overtime, hours worked in excess of this are paid at the appropriate overtime rate. Any additional ordinary hours paid will automatically accrue additional leave entitlements. There is no accrual of leave in respect of paid overtime hours.

Termination of Employment

If the staff member's employment ceases before the end of the agreed Part-Year employment period, the hours already paid must be reconciled against the hours worked to calculate any overpayment/underpayment of salary. Arrangements will then be made for extra payment, or to obtain repayment from the staff member, as appropriate. The University may off-set any amounts owed against any entitlements owing to the staff member.

Annualised Hours Arrangements

Definition

A staff member with an **annualised hours** arrangement is employed for a specified number of ordinary hours within a 12 month period. The time and manner in which these ordinary hours are scheduled or rostered over the year can be determined to meet organisational needs and the staff member's preferred work pattern.

The arrangement may include periods of full-time employment, part-time employment and periods of leave without pay. For example, a staff member in a teaching support role (eg. a Laboratory Assistant) who is required to work during semesters but with reduced hours during mid semester and is not required to work from December to February, may be engaged under an annualised hours arrangement.

Calculation and payment of salary

The total number of ordinary hours worked, plus pro-rata annual leave entitlement are calculated to determine the annual salary. The **annual salary is averaged over the 12 month period** so that, regardless of the pattern of hours actually worked, **the staff member receives regular fortnightly payments** throughout the year for the averaged number of hours.

Service

Staff with annualised employment and payment arrangements, receiving averaged fortnightly salary payments throughout the year, are recognised as having continuous paid service.

Leave

Leave entitlements accrue on a proportionate or pro-rata basis determined by the number of hours worked by the staff member within the year.

Taking leave: Leave, including sick leave, is only available to the employee during the hours/days for which the staff member is engaged to work. The timing of taking annual leave (and long service leave) will depend upon the agreed work arrangements and will be determined by the University, in consultation with the staff member.

Recording Leave *A principle of annualised hours is that the total number of hours worked, plus the total number of hours taken as paid leave, are to equal the total number of hours that are paid in the 12 month period.*

- If an annualised hours staff member works to a predetermined roster or schedule, then any leave requested through [myHRonline](#) or a [leave booking form](#) is recorded as the number of hours that were otherwise rostered or scheduled to be worked on the day(s) that the leave is taken.
- If the staff member works variable hours then any leave requested through [myHRonline](#) or a [leave booking form](#) is recorded as the averaged hours as paid for the day(s) taken as leave.

Public Holidays

Annualised Hours staff are entitled to the benefit of public holidays that fall on days that they are rostered/scheduled to work.

Recording and Monitoring Hours

The operational management of annualised-hours working arrangements is the responsibility of the Supervisor.

Where an Annualised Hours staff member works variable hours then the cumulative hours worked should be recorded daily and monitored against the cumulative hours paid.

Additional Hours and Overtime (where applicable)

Where an Annualised Hours staff member is requested to work additional hours, the staff member is to be paid additional ordinary hours, or overtime, or take time-in lieu, on the same basis as other part-time staff, that is, additional hours are paid at the ordinary rate up to the ordinary hours of an equivalent full-time staff member. Where there is an entitlement to overtime, hours worked in excess of this are paid at the appropriate overtime rate. Any additional ordinary hours paid will automatically accrue additional leave entitlements. There is no accrual of leave in respect of paid overtime hours.

Variation to Annualised Hours working arrangements

The working arrangements will normally be operative for a minimum period of 12 months. The arrangements may be subsequently varied, but preferably, no more than annually and at the completion of the 12 month period.

If the working arrangement is altered during a 12 month period, (including for approved leave without pay), reconciliation arrangements in respect of pay and hours will need to be made based on the date the change takes effect. This may require arrangements for extra payment, or to obtain repayment from the staff member. Alternatively, if agreed, the staff member may elect to work extra hours, or take time in lieu of excess hours, as part of the reconciliation arrangement

Termination of Employment

If the staff member's employment ceases before the end of the agreed Annualised Hours employment period, the hours already paid must be reconciled against the hours worked to calculate any overpayment or underpayment of salary. Arrangements will then be made for extra payment, or to obtain repayment from the staff member, as appropriate. The University may off-set any amounts owed against any entitlements owing to the staff member.

Procedures

Applying for Seasonal, Part-Year, or Annualised Employment Arrangements

These working arrangements are negotiated between the staff member, their Supervisor and the relevant Delegated Officer (Dean, Head of School and Dean (University school), Head of School, Head of Administration), and considered on a case-by-case basis.

Application

A written application (letter or email) is submitted through the supervisor to the relevant Delegated Officer, for approval. The application is to include:

- details of the flexible working arrangement;
- the period of time that the arrangement will apply;
- reasons for the requested change; and
- any supplementary information and documentation to support the application.

Approval

In considering the application, the relevant Delegated Officer will take into account the personal circumstances of the staff member applying for the working arrangement while ensuring that the operational needs of the unit are met. The arrangement may initially be approved on a trial basis.

Where a staff member is applying for Seasonal, Part-Year, or Annualised employment as part of a request for flexible working arrangements to provide care for members of their immediate family or household, for up to 12 months (or longer if agreed) the application may only be refused on reasonable business grounds.

Normally the relevant Delegated Officer will either approve or not approve the application within five working days, forwarding the documentation to the HR Service Centre (HRSC) to enable the HRSC to prepare the appropriate letter or Variation of Employment within 21 days.

Where the application is not approved, the relevant Delegated Officer will discuss his/her decision with the staff member and where the request is refused provide detailed reasons for the refusal in writing.

Information and Advice

For information and advice about leave options contact the [HR Service Centre](#). For negotiating working arrangements contact the [HR Relationship Team](#)

Staff should refer to their individual offer of employment from the University regarding their conditions of employment. Details of Agreement conditions, related policies and guidelines are on the University's [Policy Register](#).

Administration

1. Background

The Seasonal, Part-Year and Annualised Hours Guidelines were developed in 2007 and reviewed in 2010 to reflect the provisions of the University of Sydney Enterprise Agreement 2009-2012. This policy was amended in March 2014 to align with the Enterprise Agreement 2013 – 2017. References to the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016 were updated in June 2017. Amendments were also made in relation to organisational design change.

2. Management Responsibility

Director, Human Resources

3. Implementation Responsibility

Heads of School/Administration

4. Dates

Approval (version 1)	31 August 2007
Effect	31 August 2007
Review	2010
Approval (version 2)	16 April 2010
Effect	16 April 2010

5. Approval

Version 1	Mr Bob Kotic, Chief Operating Officer and Deputy Vice-Chancellor.
Version 2	Dr Michael Spence Vice-Chancellor and Principal

6. Signatures

Approved by:

Name

Dr Michael Spence

Position

Vice-Chancellor and Principal

Date

16 April 2010