

# SYDNEY LAW SCHOOL - LEAVE AND FLEXIBLE WORKING ARRANGEMENTS PROVISIONS

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## 1 Purpose and application

- (1) These provisions set out the basis upon which the University school will implement the following provisions of the [University of Sydney Enterprise Agreement 2018-2021](#) (“the Agreement”):
  - (a) Annual leave – clauses 191 - 200; and
  - (b) [Flexible working hours arrangements - Schedule 4](#).

**Note:** See also the [Flexible Working Arrangements Policy](#).
- (2) These provisions apply only to professional staff who are subject to the [Agreement](#).
- (3) These provisions apply in addition to the provisions of the [Flexible Working Arrangements Policy](#).

## 2 Quarterly leave reports

To assist with the management of leave entitlements, the Manager Information & Staffing will provide each supervisor with a quarterly leave report.

## 3 Annual leave plans

- (1) Supervisors must discuss annual leave plans with their staff and prepare an annual leave plan each year.
  - (a) Initial annual leave plans must be completed by one calendar month from the date of commencement of these provisions.
  - (b) Subsequent annual leave plans must be completed by 31 January each year.
- (2) The annual leave plan should include, as far as possible, details of other proposed leave for the year, including but not limited to:
  - (a) leave without pay;
  - (b) long service leave; and
  - (c) parental leave which has been notified in accordance with the [Leave Policy](#).
- (3) The purpose of the annual leave plan is to ensure:
  - (a) that staff are taking the leave to which they are entitled; and
  - (b) that adequate staffing levels are maintained at all times, taking into consideration patterns of workload demand.

- (4) Long service leave recognises a staff member's length of continuous service and as such staff are encouraged to take their entitlement to long service leave soon after it accrues and this should be included in longer term workload planning.
- (5) Supervisors should review the accrued annual leave balances of staff for whom they are responsible when preparing the annual leave plan, and may use the University's online system, *myHRonline*, for this purpose.
- (6) Supervisors must manage staff with excessive accrued annual leave entitlements consistently with clauses 195 to 198 of the [Agreement](#).

## 5 Flexible working hours

- (1) The core hours for the Sydney Law School are 10.00 am to 4.00pm, Monday to Friday.
- (2) Eligible staff may take flexible time off, consistently with the [Agreement](#), as a whole or part day.
- (3) Outside core hours, supervisors may agree with staff members to vary the hours during which the staff member is ordinarily required to be in attendance as per the [Agreement](#).
- (4) In reaching any such agreement, supervisors are responsible to ensure that the requirements of the [Agreement](#) are met, particularly in relation to meal breaks.
- (5) Each supervisor must identify, and inform the staff they supervise of, peak workload periods for the relevant work area or unit. Examples of such periods include but are not limited to:
  - (a) enrolment periods;
  - (b) preparing for the start of semester;
  - (c) results processing periods;
  - (d) meeting publishing deadlines; or
  - (e) meeting grant application deadlines.
- (6) During peak workload periods:
  - (a) annual leave and accrued flexible time off should not be taken;
  - (b) staff may work additional hours, outside the number and span of their ordinary hours, as agreed by their supervisor;
  - (c) additional hours worked may be accrued as flexible time off.
- (7) The pattern of additional hours worked to accrue time for flexible time off must be agreed between each staff member and supervisor.
- (8) Each staff member must record hours worked and absences daily on a timesheet which is:
  - (a) in the form specified by the Faculty from time to time; and
  - (b) saved electronically in a folder to which the supervisor has access.
- (9) Flexible time off exceeding three hours or more must also be recorded in *MyHROnline*.
- (10) Additional hours which are not appropriately recorded, or worked without approval, will not be available as accrued flexible time off.

- (11) Subject to agreement between the staff member and their supervisor, up to 42 hours of flexible time off may be accumulated in any given six month period.
- (12) Core hours and peak workload demand periods will be reviewed by supervisors and the School General Manager annually, by 31 January each year.

## 6 Overtime

- (1) The School General Manager is the delegated officer for the purposes of authorising:
  - (a) overtime; or
  - (b) time off in lieu of overtime.
- (2) All requests for overtime (whether paid or compensated by time off in lieu) must be approved in advance.

## 7. Rescissions and replacements.

This document replaces the *Sydney Law School – Leave and flexible working arrangements Provision*, which commenced on 14 October 2016.

## NOTES

### Sydney Law School – Leave and Flexible Working Arrangements Provision

Date adopted: 24 August 2018

Date commenced: 24 August 2018

Approved by: Professor Joellen Riley, Head of School and Dean, University of Sydney Law School

Signature:

Related documents: *Fair Work Act 2009 (Cth)*

[University of Sydney Enterprise Agreement 2018-2021](#)

[University of Sydney \(Delegations of Authority – Administrative Functions\) Rule 2016](#)

[Flexible Working Arrangements Policy](#)

[Leave Policy](#)

## AMENDMENT HISTORY

Provision	Amendment	Commencing
2	Faculty Administrative Officer amended to Manager Information & Staffing	14 October 2016
3	Clause subject amended to Annual leave plans	14 October 2016
3(3)(c)	Removed reference to rescinded Parental Leave Guidelines and added Leave Policy 2016	14 October 2016
3(4)	New clause added	14 October 2016
3(5); 3(6)	Consequential renumbering as result of new clause 3(4)	14 October 2016
Related documents	Removed reference to rescinded Parental Leave Guidelines and added Leave Policy 2016	11 October 2016
Related documents	Updated reference to <i>University of Sydney (Delegations of Authority – Academic Functions) Rule 2016</i>	1 June 2017
1(1)	Replace Faculty with University School	25 October 2018
1(1); Related documents	Update reference to University of Sydney Enterprise Agreement 2014-2017 to University of Sydney Enterprise Agreement 2018-2021.	25 October 2018
5(3)	“Agreement” added	25 October 2018