

# Flexible working hours - Flextime

## KNOW YOUR RIGHTS

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 78.

### 1) What are my Hours of Duty?

Full-time staff must average 73 hours and 30 minutes a fortnight (Clause 78.5). Part-time officers must average the hours of duty stipulated in their letter of appointment.

### 2) Do I have to record my attendance to access flextime?

To access formal flextime provisions, staff at CSOF Levels 1 to 4 are required to record daily attendance, unless offered exemption from this requirement by the Delegate. Staff at CSOF Level 5 and above are exempt from formal flextime provisions and recording attendance but can access informal flexible attendance arrangements when agreed with their line manager (Clauses 78.1 and 78.3).

### 3) Do formal flextime provisions apply to all staff at CSOF Levels 1 to 4?

No. They do not apply to shift workers or casual staff. Access to flextime provisions are also subject to operational requirements but are standard practice at CSIRO and should apply in most situations (Clause 78.2).

### 4) What are 'Attendance bandwidth', 'Core time', 'Flexible periods' and 'Standard hours'?

The 'Attendance bandwidth' is a span of hours of ten hours duration between the hours of 6am and 6pm Monday to Friday. The bandwidth along with standard hours, core time, flexible periods and lunch period, can vary from site to site and between different categories of staff. Any change to the bandwidth must occur in consultation with staff and the Staff Association.

Within the bandwidth, a period of not more than four hours will be designated as 'Core time' during which attendance is mandatory unless leave or flex leave is approved. Core time can comprise one or two time blocks.

The time outside the core time, but within the bandwidth is deemed to be 'Flexible periods' and individual staff have the scope to vary their attendance pattern within these hours, subject to requirements.

'Standard hours' is a fixed period within the bandwidth of 7 hours 21 minutes plus at least 30 minutes for lunch. In practice, for most staff, standard hours are used as the hours to be entered when taking leave (Clause 78.4).

### 5) What is the entitlement to accrue and use flex credits?

Flex credit is the time worked in excess of 7 hours and 21 minutes each day within the bandwidth. A maximum of 10 hours flex credit may be accumulated in each pay fortnight unless otherwise approved by the Delegate following a recommendation by a line manager. A maximum of 60 hours flex credit may be accrued in total (Clause 78.6).

If a staff member applies to access their leave credit, the onus is on CSIRO to approve the leave, but if refused, there is a maximum of 3 months to provide an opportunity for the leave to be taken (Clause 78.7).

### 6) What is the entitlement to accrue flex debit?

Flex debit is the time worked short of 7 hours 21 minutes each day within the bandwidth. The maximum allowable flex debit at the completion of any pay fortnight is 10 hours. Any debits in excess of 10 hours at the end of any pay fortnight period must be covered by submission of a leave application (Clauses 78.6(b) & 78.8).

### 7) Is travel within and outside the bandwidth both regarded as work?

Yes. Business related travel within the bandwidth is regarded as time on duty for the purposes of flex credit accrual (Clause 78.10) or accessing informal flexible attendance arrangements. Travel outside the bandwidth, when approved by a line manager, is also regarded as time on duty (Clause 32.5).

## Important points

- Flextime refers to flexible working hours provisions that allow CSIRO staff to alter workday start and finish times.
- Minimum hours of duty must be performed to access flextime and these vary between full and part time staff.
- Access to formal flextime arrangements often involves record keeping depending on CSOF Level.
- Designated time periods comprise flextime arrangements including attendance bandwidth, core time, flexible periods and standard hours.
- CSIRO staff can accrue flextime credits and debits.
- Flextime accrual can occur during business related travel.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email [csstaff@cspu.org.au](mailto:csstaff@cspu.org.au) or visit [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au)



**CSIRO STAFF  
ASSOCIATION**



**APPLICATION FOR MEMBERSHIP**

I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

**CSIRO IDENT:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**DR/MR/MRS/MS/MISS (Circle one)** **D.O.B:** \_\_\_\_\_ **M / F (Circle one)** **ATSI ORIGIN YES / NO (Circle one)**

**BUSINESS UNIT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**CSIRO LEVEL/ STEP:** \_\_\_\_\_ **FULL or PART TIME (Circle one)** **TENURE: INDEFINITE or SPECIFIED (Circle one)**

**HOME ADDRESS:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**WORK EMAIL:** \_\_\_\_\_

**HOME EMAIL:** \_\_\_\_\_

**PH (Mob):** \_\_\_\_\_ **(Work):** \_\_\_\_\_ **(Home):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please complete the bottom section of the form, then hand it to your delegate, email to [csstaff@cpsu.org.au](mailto:csstaff@cpsu.org.au) or post to: CSIRO Staff Association, Level 7, 350 Queen Street, Melbourne Vic 3000

**FOR YOUR INFORMATION**

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks’ notice, in writing, to the union.

Privacy Statement: The CSIRO Staff Association (a section of the CPSU) collects members’ personal information for: campaigning and representation, provision of membership benefits and services and membership administration. Signing the membership form indicates your consent to the collection of information. Our full privacy policy, including details on use, disclosure, security, access and correction and complaints, is available on our website at [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au) or by calling us on (03) 8620 6348.

**AUTHORISATION FOR PAYROLL DEDUCTION**

**TO: THE CSIRO PAY OFFICER**

Please credit 0.65% of my salary to Bank Australia from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to Bank Australia and should remain in force until further notice.

The amount to be deducted and credited to Bank Australia may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

**CSIRO IDENT:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_

**D.O.B:** \_\_\_\_\_ **WORK EMAIL:** \_\_\_\_\_

**CSOF LEVEL/STEP:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_