

**24 November 2016**

### **Flexible Working Arrangement (FWA) principles**

This document is to be read in conjunction with the *Fair Work Act 2009 (Cth)*, the *Qantas Group Flexible Work Arrangements Policy* and the *Australian Services Union (Qantas Airways Limited) Agreement 11*.

Qantas recognises that at various stages in an employee's life they may seek to perform their duties in a more flexible manner. In this regard, Qantas acknowledges its employees' right to request flexible working arrangements (**FWAs**) in accordance with the National Employment Standards. Without limiting the kinds of arrangements which may be agreed, FWAs may include:

- Changed starting and finishing times;
- Part time employment;
- Working more hours over fewer days;
- Taking time in lieu.

FWA requests will be considered for all eligible employees from all classifications. Qantas' operational requirements are a primary consideration and subject to those operational requirements, Qantas will seek to afford FWAs to employees who request them.

### **Application and selection process for FWAs**

#### **Airports**

##### Application process

On an annual basis, Qantas will put out an Expression of Interest (EOI) to current Airport employees who are currently on an FWA. These employees will be asked to submit their request for an FWA. Qantas will communicate with all employees that this process has commenced.

The EOI process within Airports will be conducted prior to the implementation of the Northern Winter schedule which typically takes effect on or around October each year.

Employees will be asked to detail their circumstances, the reasons that they seek the FWA and the duration of the FWA that they seek (up to a maximum of 12 months). A standard form will be used across all Airports a copy of which is attached.

Airports employees who do not submit an FWA request in connection with the broader EOI process may nonetheless submit an FWA request at any time throughout the year. Additionally, employees that wish to make changes to their FWA during the 12-month period, will retain the balance of the same 12-month period, and Qantas' ability to agree to the change request will be dependent on a range of factors, including, the operational requirements of the business, the broader roster group and the employee's individual circumstances.



### Selection process

In addition to other relevant considerations, in considering requests for FWAs within Airports, Qantas will consider how the granting of the FWA may impact the distribution of penalty shifts, on/off patterns and leave access across the broader roster group. An FWA will not be granted if it results in an inequitable distribution of shifts across the broader roster group.

In accordance with the *Fair Work Act 2009 (Cth)*, Qantas will consider each individual request and respond in writing within 21 days of receiving a written request.

If Qantas is unable to meet the employee's request in its entirety, Qantas may (if operationally practicable) make an alternative FWA offer to an employee. The employee has 14 days to decide whether to accept or reject this offer.

If Qantas is unable to meet the request of all employees, it may become necessary to make a determination between various employees. If this situation arises, Qantas will consider a range of factors including:

- the employee's individual circumstances;
- the skills and career path of the employee making the request at the current level. In this regard, Qantas will endeavour to accommodate FWA requests with the provision of work at the employee's existing classification level however if this is not practicable Qantas and an employee may agree to work at lower classification levels in order to facilitate an FWA request;
- the operational requirements of the business;
- any pressing needs; and
- the way in which the request for flexible hours impacts the broader roster group (ie. flexible working arrangement must not result in an inequitable distribution of penalty shifts, or inequitable day on day off patterns, across the broader roster group).

### **Application process outside of Airports**

Areas outside of Airports will not be subject to the formal EOI process used in Airports.

Employees who are not employed in Airports may submit their FWA requests at any time and these will be dealt with within 21 days in accordance with these FWA Principles and the *Fair Work Act 2009 (Cth)*, save that employees outside of Airports may apply for an FWA in excess of 12 months.

### **Operation of FWAs**

Qantas will make offers for FWAs that are for a maximum of 12 months within Airports or longer periods elsewhere, but that may be terminated by either the employee or Qantas on 28 days' notice. Qantas will only terminate an FWA where there are reasonable business grounds to do so.

FWA's are temporary in nature and do not change an employee's substantive position. Therefore, where an FWA ceases to operate because it has passed its expiry date or is





otherwise terminated, and the employee is substantively employed as a full time employee, the employee will revert to their substantive position.

An employee can request an FWA for a period of less than 12 months.

If an employee's circumstances change over the 12 month period they can give Qantas 28 days' notice of their intention to end the FWA, or may request a new FWA. Qantas may agree to a lesser notice period.

Leave allocation for FWAs will be equitable, and where operationally possible, leave allocation will be part of the overall leave allocation plan in a port or relevant work area.



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**EXPRESSION OF INTEREST IN BEING CONSIDERED FOR A FLEXIBLE  
WORK ARRANGEMENT (FWA)  
Commencing March 2016  
(Applications Close COB Friday January 15, 2016)**

**Your details**

**Employee Name:** \_\_\_\_\_

**Staff number:** \_\_\_\_\_

**ACE manager:** \_\_\_\_\_

**Current position title:** \_\_\_\_\_

**Best Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Current working arrangements** (Circle correct response)

<b>Status of Substantive role:</b>	<b>Part Time</b>	<b>Full Time</b>		
<b>Current Hours worked per day:</b>	<b>5</b>	<b>8</b>	<b>Other</b>	
<b>Current Days per week</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Request for a new flexible working arrangement – please provide up to 3 options for consideration**

**Preference for number of days and hours of work per week (eg 4 days of 5 hours):**

**Option 1.** \_\_\_\_\_

**Option 2.** \_\_\_\_\_

**Option 3.** \_\_\_\_\_

**The reason/s why I would like to be considered for a new Flexible Work Arrangement:**

- Am a parent or guardian of a child who is school age or younger
- Am a carer (as defined in the Carer Recognition Act 2010)
- Have a disability
- Are 55 years or older
- Are experiencing family or domestic violence
- Are caring for or supporting an immediate family or household member who requires care or support because of family or domestic violence.
- Other \_\_\_\_\_

**Further information to support my request**

**I attach the following documents to support this request:**

- Child Care/School information
- Personal Statement
- Statutory Declaration
- Medical information for caring requirements
- Other \_\_\_\_\_
- None (**Important Note:** As the number of FWA positions is limited, supporting documentation is strongly recommended to ensure your application can be best assessed)

**Please return to your Airports Customer Experience Manager by Friday 15 January 2016**

**Employee Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_