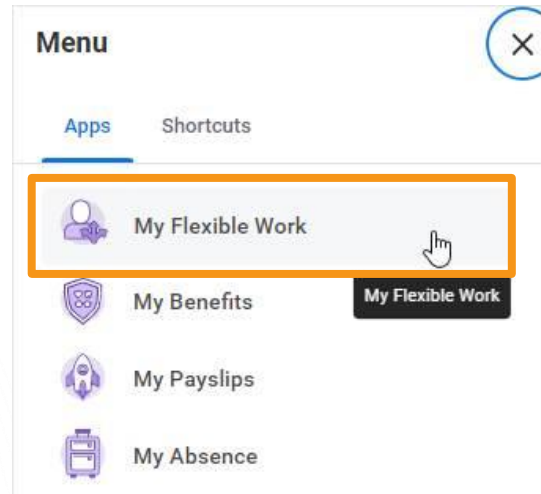


Flexible Work Arrangements (Work from home)

Please note. Inactivity for 5 minutes will result in Workday automatically logging out. Ensure you are connected to the UQ network when accessing Workday remotely.

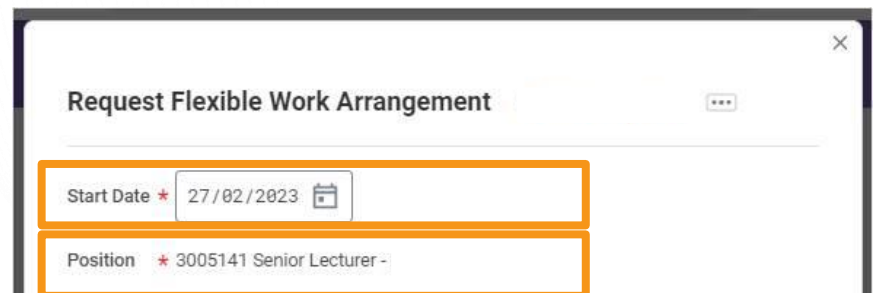
- A** In consultation with your manager, full-time and part-time employees can request to work from home through the “My Flexible Work” application.

Navigate to the **My Flexible Work App**.

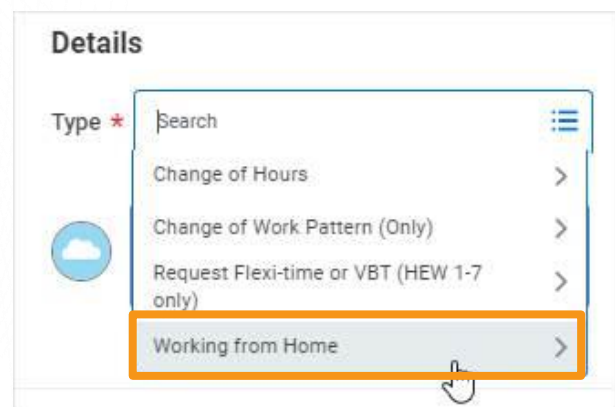


- B** Select the date that you wish the working from home arrangement to commence.

Check that the correct position is displayed, particularly if you have multiple positions.



- C** Select 'Working from home' in the Type section.

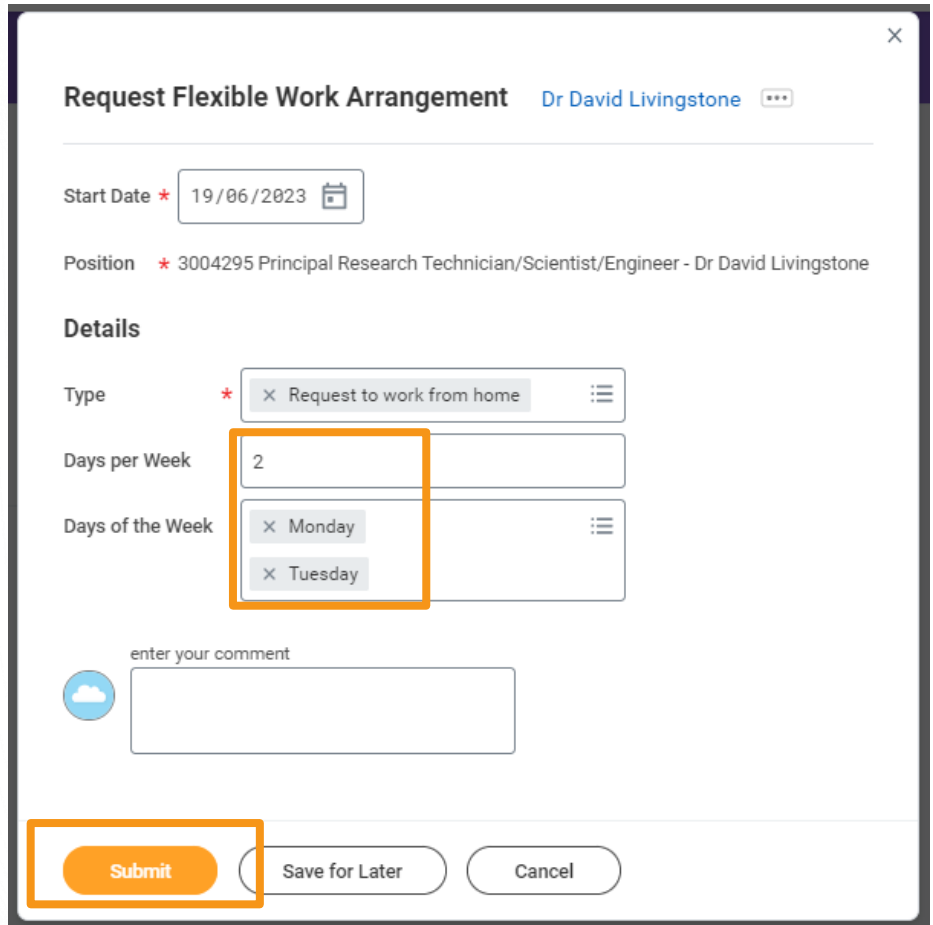


Flexible Work Arrangements (Work from home)

D Select 'Request to work from home'.

Nominate number of days and days of the week – these must match.

Select **Submit**.



Request Flexible Work Arrangement Dr David Livingstone

Start Date * 19/06/2023

Position * 3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone

Details

Type * X Request to work from home

Days per Week 2

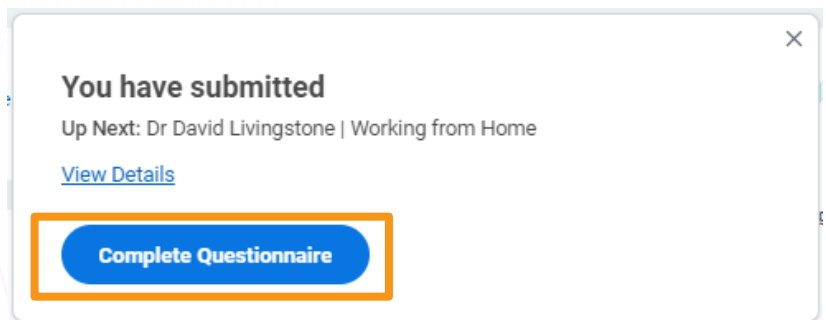
Days of the Week X Monday X Tuesday

enter your comment

Submit Save for Later Cancel

E You will now be required to complete a questionnaire detailing the days and hours you wish to work from home.

Select **Complete Questionnaire**.



You have submitted

Up Next: Dr David Livingstone | Working from Home

[View Details](#)

Complete Questionnaire

Flexible Work Arrangements (Work from home)

F Please read and take note of the information provided at the top of the questionnaire.

Note: Before completing this request, please ensure that the [Working from Home – Work Area Self-Assessment](#) form has been completed.

Privacy Notice

The University of Queensland collects the required information for the purpose of assessing your request to work in another location.

The University will disclose the information you provide for the above purposes. The University will not otherwise disclose this information to a third party without your agreement, except in accordance with the *Information Privacy Act 2009* and other relevant privacy laws.

For further information, please refer to the University's [Privacy Management Policy](#).

Fair Work Act and 'Right to Request' Provisions

The Fair Work Act 2009 (Cth) affords staff in certain circumstances the 'right to request' a flexible working arrangement, when they have completed 12 months of service at the University. Casual employees are entitled to make a request if they have been employed on a regular casual basis for a sequence of periods of employment of at least 12 months immediately before making the request; and there is a reasonable expectation of ongoing casual employment by the employer. Please refer to the [Flexible Work Policy \[5.55.07\]](#) for further information.

Flexible Work

A **flexible working arrangement** is flexible work that that has been approved following a request by a staff member under the Fair Work Act 2009 (Cth).

Workplace flexibility is flexible work that that has been approved following a request by a staff member made under this policy (that is not a request made under the Fair Work Act 2009 (Cth)).

Local flexibility means flexible work practices implemented by a manager for a team or organisational unit that their staff may request to participate in.

Change of Hours or Work Pattern

If you also wish to change your hours or work pattern as part of this application, you must complete this separately via a new [Request for Flexible Work](#).

Employee Declaration

If the arrangement is approved, I understand and agree that:

- I have established a dedicated workspace that accords with Health Safety and Wellness and ergonomic requirements for home-based work; I have purchased any additional equipment requirements necessary to facilitate the arrangement
- I understand the [Protect UQ](#) and [Cyber security at UQ](#) requirements that apply to [accessing IT systems and software remotely](#).
- I am responsible for understanding and managing any financial, leave, insurance, superannuation and/or other implications associated with my arrangement. I must comply with any mutually agreed modifications agreed with my manager in relation to this arrangement
- I will communicate any changes to working arrangements or routines to stakeholders, other staff or clients and address any concerns in an open and transparent manner, and will update my Employee Profile in Workday to reflect my working from home arrangement
- Flexible working arrangements, approved workplace flexibility and local flexibility can be ceased at a manager's discretion (unless a notice period set out in the Enterprise Agreement applies to the particular staff member) in accordance with the Flexible Work Policy
- Flexible working arrangements under the Fair Work Act, approved workplace flexibility and local flexibility can be requested and implemented for up to 12 months at a time. At the end of the 12 month period, you wish to continue your flexible working arrangement, approved workplace flexibility or approval to participate in local flexibility, you will need to reapply (including by way of discussion with your manager) for the arrangement to be continued for another 12 months.

Please note that you will be required to submit a new request for Working from Home if there are amendments required or initiate the 'End Flexible Work Arrangement' task to return to your substantive location.


G Review and complete all fields in the questionnaire.

Refer to the [Flexible Work Policy](#) for further information on requests made under the Fair Work Act.


Do you currently have any other active Flexible Work requests?
(Required)

Yes
 No

Date From:
(Required)



Date To:
(Required)



Are you making this request in accordance with the 'right to request' provisions under the Act?
(Required)

Yes
 No

My manager is aware of the basis for this request
(Required)

Yes
 No

Flexible Work Arrangements (Work from home)

H You will be required to complete the Working from Home – Work Area Self-Assessment form and upload to the questionnaire before you can submit to your manager for approval.

Please specify the day(s) that you want to work from home. To work outside the standard spread of hours please include details here
(Required)

(Professional staff only) Are you requesting to work outside the standard spread of hours for your occupational category outlined in the [University of Queensland Enterprise Agreement 2018-2021](#)?

Yes

No

Please outline any additional information that might assist with considering this application

Please download the [Working from Home – Work Area Self-Assessment](#) form and attach the completed form here. Please attach any further supporting documentation related to your request.
(Required)

Drop files here

or

Select files

I Once you have completed the questionnaire press **Submit**.

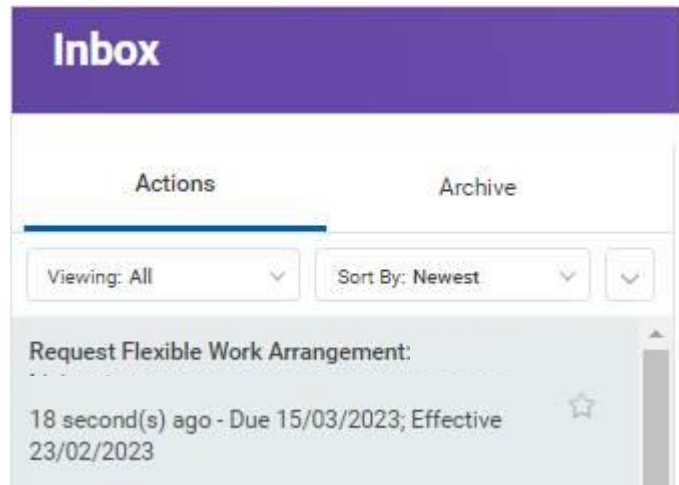
Submit

Save for Later

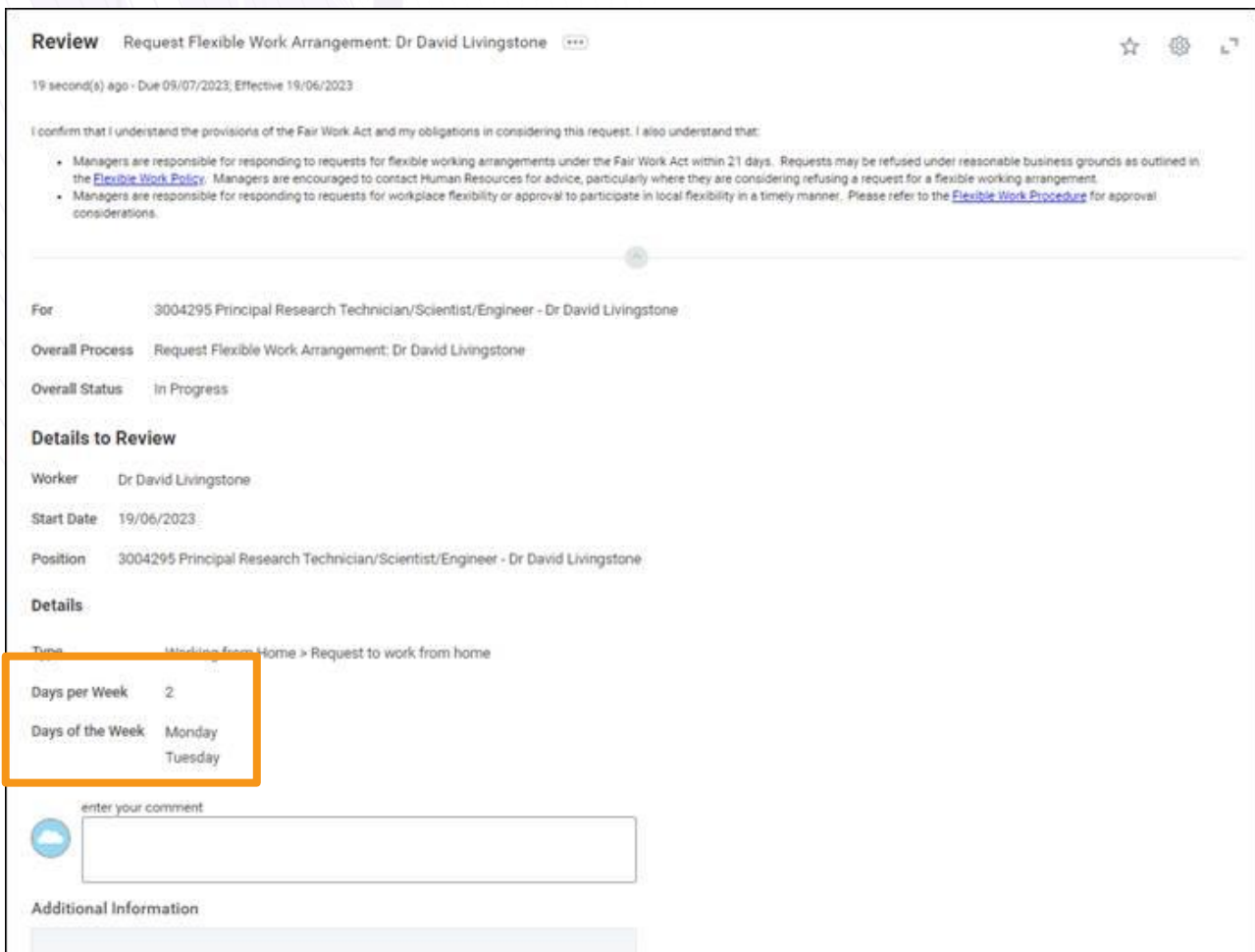
Cancel

Flexible Work Arrangements (Work from home)

J Your manager will receive an inbox task to complete.



K Managers will be required to review all details before approving the work from home request – days are displayed.



Review Request Flexible Work Arrangement: Dr David Livingstone

19 second(s) ago - Due 09/07/2023; Effective 19/06/2023

I confirm that I understand the provisions of the Fair Work Act and my obligations in considering this request. I also understand that:

- Managers are responsible for responding to requests for flexible working arrangements under the Fair Work Act within 21 days. Requests may be refused under reasonable business grounds as outlined in the [Flexible Work Policy](#). Managers are encouraged to contact Human Resources for advice, particularly where they are considering refusing a request for a flexible working arrangement.
- Managers are responsible for responding to requests for workplace flexibility or approval to participate in local flexibility in a timely manner. Please refer to the [Flexible Work Procedure](#) for approval considerations.

For: 3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone

Overall Process: Request Flexible Work Arrangement: Dr David Livingstone

Overall Status: In Progress

Details to Review

Worker: Dr David Livingstone

Start Date: 19/06/2023

Position: 3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone

Details

Type: Working from Home > Request to work from home

Days per Week: 2

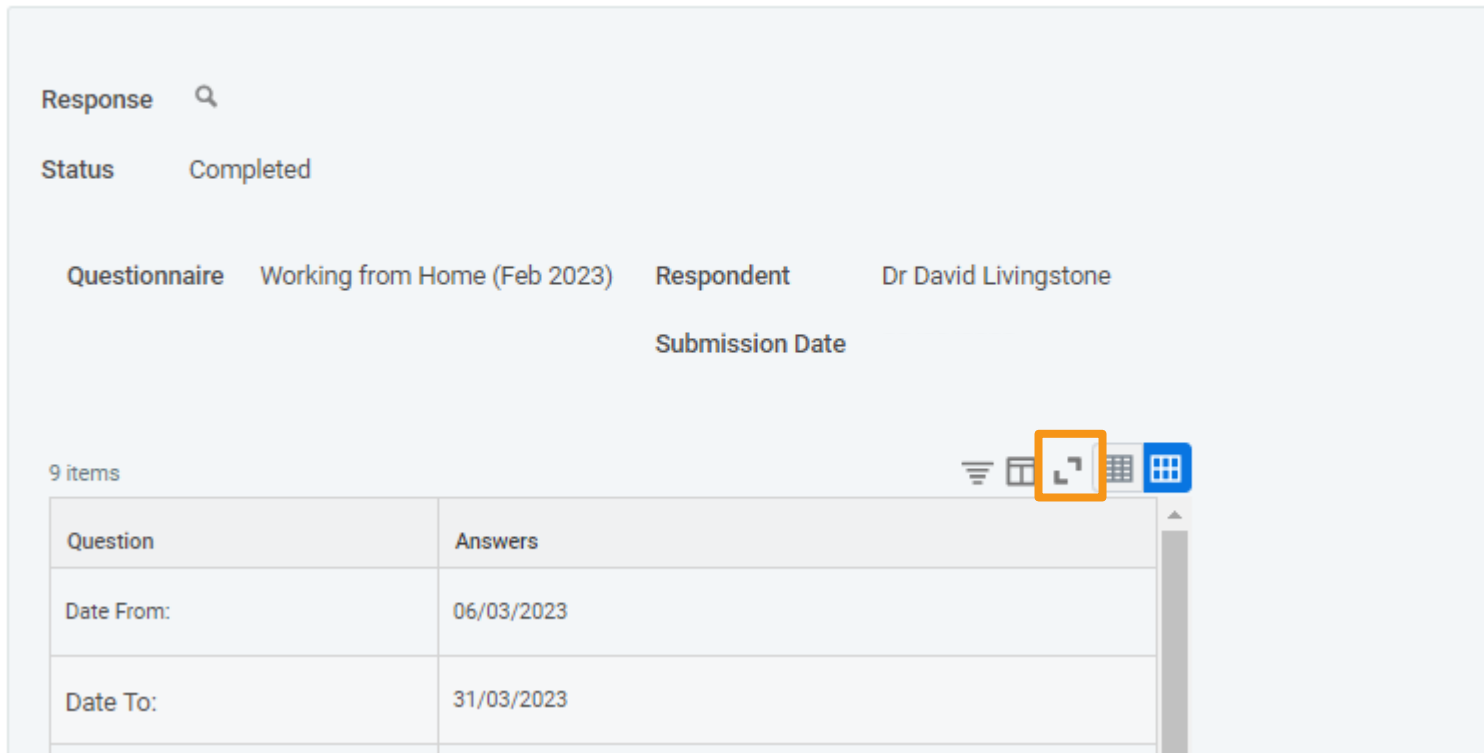
Days of the Week: Monday, Tuesday

enter your comment

Additional Information

K Managers can click on the 'expand' button to view the answers provided by the employee in the questionnaire before selecting **Approve**.

Additional Information



Response

Status **Completed**

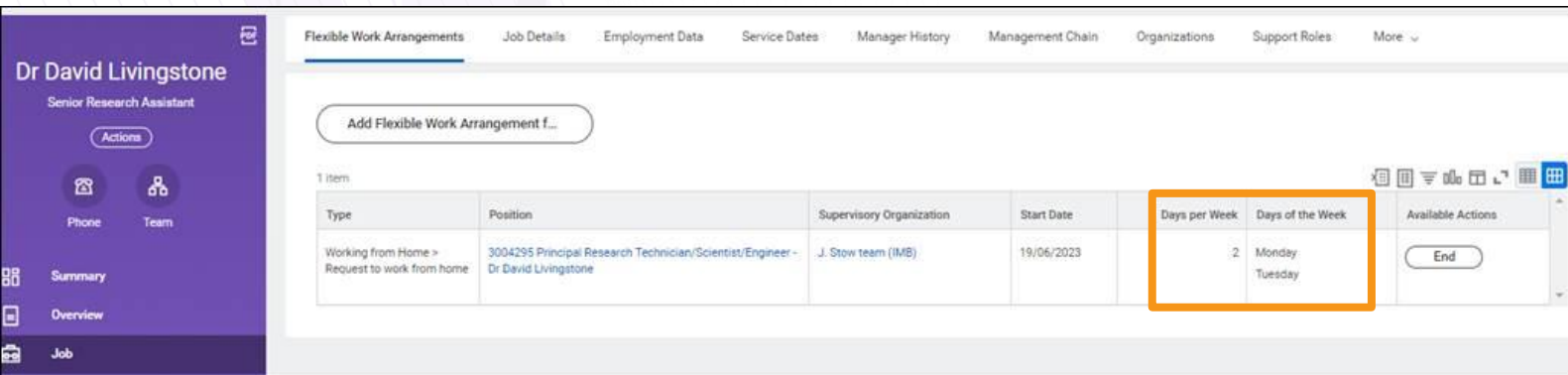
Questionnaire **Working from Home (Feb 2023)** Respondent **Dr David Livingstone**

Submission Date

9 items

Question	Answers
Date From:	06/03/2023
Date To:	31/03/2023

L Employee information can now be viewed from the employee profile under Job > Flexible Work Arrangements



Flexible Work Arrangements Job Details Employment Data Service Dates Manager History Management Chain Organizations Support Roles More

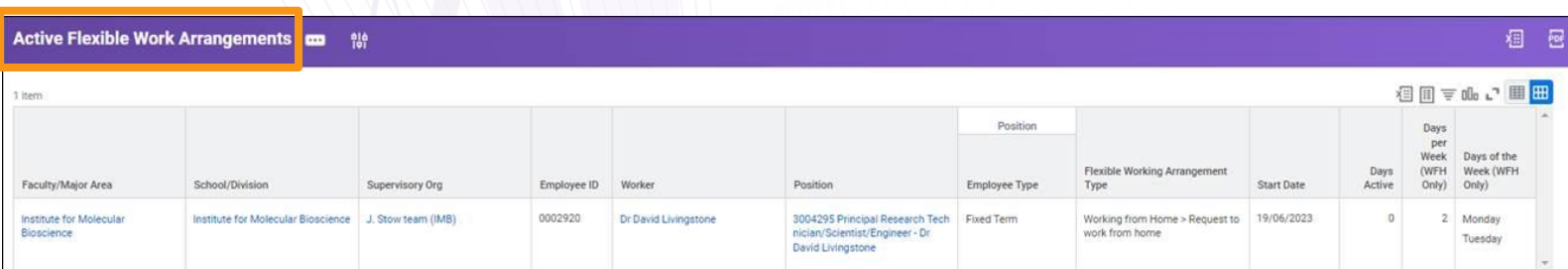
Dr David Livingstone
Senior Research Assistant

Add Flexible Work Arrangement f...

1 item

Type	Position	Supervisory Organization	Start Date	Days per Week	Days of the Week	Available Actions
Working from Home > Request to work from home	3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone	J. Stow team (IMB)	19/06/2023	2	Monday Tuesday	End

M 'Active Flexible Work Arrangements' Report in Workday is available to view for Managers.



Active Flexible Work Arrangements

1 item

Faculty/Major Area	School/Division	Supervisory Org	Employee ID	Worker	Position	Employee Type	Flexible Working Arrangement Type	Start Date	Days Active	Days per Week (WFH Only)	Days of the Week (WFH Only)
Institute for Molecular Bioscience	Institute for Molecular Bioscience	J. Stow team (IMB)	0002920	Dr David Livingstone	3004295 Principal Research Technician/Scientist/Engineer - Dr David Livingstone	Fixed Term	Working from Home > Request to work from home	19/06/2023	0	2	Monday Tuesday