

Effective from 1 January 2018

## **POLICY ON FLEXIBLE WORKING HOURS AND CONDITIONS**

### **1. GENERAL**

- 1.1 All employees are required to work normal office hours as stipulated in the Conditions of Employment.
- 1.2 It is recognised however that certain tasks requiring sustained intellectual input may be performed more efficiently at home without the interruptions often experienced in an office. It is also recognized that employees with small children may have greater peace of mind and perform their normal duties in an effective and efficient manner at home.
- 1.3 Employees are nevertheless encouraged to try and complete tasks at home outside office hours without making use of this procedure.
- 1.4 The Centre further recognizes the need to create effective equality of opportunity and treatment as between men and women employees with family responsibilities and between such employees and other employees.
- 1.5 The Management shall review the status of all employees who were granted permission to work flexible hours at appropriate intervals.

### **2. WORKING FROM HOME**

- 2.1 Application on form "A" may be made to the Manager or relevant Coordinator for permission to work from home for a defined period of time on a specified task. An employee should estimate the shortest possible time for completion of the task.
- 2.2 The period required for one task may be extended to a maximum period of 30 days. Any applications for working from home for a longer period of time on a specified task shall be submitted to and approved by the Director.
- 2.3 Permission to work from home should not impact negatively on the workload of the colleagues remaining in office.



### **3. REDUCTION IN WORKING HOURS/JOB SHARING**

- 3.1 A reduction in working hours may be implemented at the employee's request, with the necessary adjustments made to remuneration and benefits.
- 3.2 An employee's working hours may be reduced to not less than four hours per day.
- 3.3 Job sharing or the employment of temporary part-time employees may be implemented where appropriate.
- 3.4 The employee shall have the option to return to full-time employment, by giving two months written notice to this effect to the Centre. If the employee has arranged a shorter period than two months for such reduction in working hours, then it shall not be necessary to give notice.



**FORM A**

**APPLICATION TO WORK AT HOME ON A DEFINED TASK**

I, ..... hereby  
apply for permission to work from home  
from ..... 20 ..... to ..... 20 .....

This is to complete the task

.....  
.....

.....

*(name of task)*

I anticipate that the task will take me ..... working days.

If I am granted permission I undertake to:

- (a) Work the normal working hours at home which I would have been required to work at the office;
- (b) Try to finish the task as soon as possible;
- (c) Return to the office as soon as the task has been completed;
- (d) Submit a copy of the completed task to the Manager.

Permission granted / Permission refused

\_\_\_\_\_  
**Coordinator/Manager**

Date:

Approved/Not Approved

\_\_\_\_\_  
**Director**

Date:

