

POLICY ON FLEXIBLE WORKING HOURS AND CONDITIONS

1. GENERAL

- 1.1 All employees are required to work normal office hours.
- 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 every three months.

2. WORKING FROM HOME

- 2.1 Application on form "A" may be made to the Manager 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 responsibilities and between such employees and other employees.

3. REDUCTION IN WORKING HOURS/JOB SHARING

3.1 A reduction in working hours may be implemented at the employee's request.

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, 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 leave I undertake to:

- (a) Work the normal working hours which I would have been required to work while I am not 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 / refused

MANAGER

