



AFP National Guideline on flex time

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1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on disclosure of information](#).

Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional](#)

[Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Acronyms

AFP	Australian Federal Police
CA	Australian Federal Police Collective Agreement 2007- 2011

3. Definitions

Averaging period - Refers to the annual quarters of:

- 1 July - 30 September
- 1 October - 31 December
- 1 January - 31 March
- 1 April - 30 June

Bandwidth - The span of normal hours of 0600 hours to 2000 hours, Monday to Friday excluding public holidays, in which employees may work.

Employee - is defined in clause 10 (v) of the [AFP Collective Agreement 2007-2011](#).

Flex time - A flexible scheduling system enabling Team Leaders and employees to organise their attendance at work.

Meal Break - A paid break of 24 minutes that may be taken within the shift as defined in clause 10 (xx) of the [AFP Collective Agreement 2007-2011](#).

Regular hours of attendance - The span of hours during the day from 0800 to 1600 hours when employees are required to be on duty (including a paid rest break of 24 minutes) unless on authorised leave or an agreement exists between the Team Leader and other employees to work their regular hours flexibly within the bandwidth.

Total hours of attendance - The 520 hours over each averaging period for employees under the Support working pattern.

Support working pattern - Means the working pattern for roles defined as Support in [Attachment C](#) of the AFP Collective Agreement 2007-2011.

4. Authority

This guide was created by the Manager People Strategies using power under s.37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

5. Introduction

This guideline contains advice and procedures for employees up to and including Band 8 and working under a Support working pattern ([Clause 20.1.3](#) of the AFP Collective Agreement 2007-2011) to access and manage approved flex time.

6. Operation of flex time

Flex time is a flexible scheduling system enabling Team Leaders and other employees to agree on individual working patterns.

The flex time averaging period is 3 calendar months. The total hours of attendance for employees working under a Support working pattern is 520 hours over a 3 month averaging period. Under a flex time arrangement, an employee will normally work an average of 8 hours per day within the bandwidth, including a meal break.

Agreements on the flexibility of regular hours of attendance may be entered into between individual employees and their Team Leaders. Subject to Team Leader approval, individual employees can determine their start and finish times for each work day. The agreed flexible regular hours of attendance must fall within bandwidth of 0600 hours and 2000 hours.

Where there is no agreement, the regular hours of attendance will be 0800 hours to 1600 hours, Monday to Friday.

7. Recording flex time

All employees operating under flex time arrangements must record their actual times of arrival and departure and any breaks using a time recording method as agreed by their Team Leader.

8. Flex debits and credits

A **flex credit** is the accumulated time worked in addition to an employee's regular hours in the 3 month averaging period. Team Leaders can direct employees in their team not to work hours in addition to their regular hours where there is insufficient work.

An employee may roll over a flex credit of up to 16 hours to the next averaging period.

A **flex debit** is the accumulation of time below an employee's regular hours that has not been worked. Any accrual of flex debit time will need to be made up before a flex credit can be accumulated.

An employee may roll over a flex debit of up to 16 hours to the next averaging period.

9. Taking flex leave

Flex leave can be taken as full or partial days in any averaging period. Prior approval of the Team Leader is required for any flex leave.

10. Flex credit carry over

An employee can carry over a flex credit of up to 16 hours in any averaging period indefinitely.

A full-time employee may accrue a credit up to 16 hours and part time employees on a pro-rata basis.

Where a Team Leader agrees that it is not possible for an employee in their team to use flex credits before ceasing AFP employment, that employee will be paid flex credits of up to 16 hours. To proceed with the pay out of leave credits, the Team Leader must contact the Pay Team in writing.

11. Flex debit carry over

A flex debit of up to 16 hours in an averaging period is an acceptable debit and can be carried over indefinitely.

Employees are responsible for managing their own flex time arrangements.

Any debit over 16 hours will be recorded as leave without pay.

In exceptional circumstances, a Team Leader may exercise discretion to permit standard recreation leave to be utilised to acquit the flex leave debit.

Any flex debits will be recovered from a separating employee's final payment with the AFP. To recover flex debits the Team Leader must advise the AFP Pay Team in writing.

12. Flex time and public holidays

Where an employee working under a Support working pattern is required to work on a public holiday, double-time hours will count towards their total hours over the relevant averaging period and, if applicable, will count towards an employee's flex credit balance.

13. Flex time and pre-purchased additional hours

All arrangements for the prospective purchase of additional regular hours continue to be available to employees working under flex time arrangements.

Pre-purchased additional hours worked within the bandwidth will not count towards an individual employee's flex credit balance, within and/or outside the bandwidth.

Pre-purchased additional hours must be acquitted by an employee before accruing flex credits.

14. Implementation of flex time arrangements

The introduction of a flex time arrangement is subject to agreement between employees and their Team Leaders.

Where a Team Leader has, within the previous 6 months, warned or counselled an employee in their team about the inappropriate use of flex time, the Team Leader can direct that employee to work the regular hours of attendance without access to flex time for a specified period of time.

15. Review of decisions

The Dispute Avoidance and Settlement Procedure under [Clause 47](#) of the Collective Agreement 2007-2011 will deal with preventing and settling disputes arising from interpreting flex leave provisions.

16. Further advice

Any queries relevant to the content of this National Guideline should be referred to your local Human Resources team or Senior Business Adviser (Human Resources).

17. References

- [*Australian Federal Police Act 1979*](#)
- [Australian Federal Police Collective Agreement 2007-2011](#)