

Compressed Hours

A new flexibility option has been secured by the Community and Public Sector Union!

What is a compressed hours arrangement?

A new flexibility option that allows day workers to alter their work patterns to work more hours across less days, so that you can have a regular day off. For example, working your fulltime hours across 9 days in a fortnight and taking one day off.

Am I eligible to work compressed hours?

Full-time day workers are eligible to work compressed hours. If you are a part-time day worker or a shift worker seeking flexibility, you can apply to alter your work pattern with a Workplace Flexibility Arrangement.

When can I request to access this arrangement?

You can access compressed hours arrangements, as well as any other flexibility arrangement, from the first day of your employment.

How do I access a compressed hours arrangement?

You will need to request an arrangement by applying to your approving Manager. You can use the **CPSU Direct Letter Template** to assist with writing your request.

How do I apply if there is no Agency form?

Agency forms can be useful, but they are never essential to access your entitlements under the Award. If there is no form, you can request through email.

When can I work additional ordinary hours to compress my FTE?

You can work ordinary hours between 7:00am and 7:00pm between Monday to Friday. Any time you are rostered or directed to work outside of this span will be overtime. You can work up to ten hours on any given day (the same maximum that applies to flexitime).

How long will it take for my arrangement to be approved?

Generally, fourteen days is a reasonable timeframe to receive a response to any request requiring approval. Timeframes may extend where further information is required, or if your approving manager needs to seek further education about your entitlements from People and Culture/Human Resources.

How long will my arrangement apply for?

An approved arrangement remains in place until withdrawn by either you or your Employer by the giving of four weeks' notice, which must be in writing. There should be no predetermined 'expiry date' for your arrangement unless this is upon your request.

Do I claim personal leave if I am sick on my regular day off?

No, there is no ability to take personal leave on your regular day off as there is no requirement to work. The tradeoff is that if you need to take personal leave on a day your work, you will now claim for all hours that are part of your compressed work pattern for that day/s.

Does a compressed hours arrangement count if it's not written down?

No, compressed hours arrangements must be in writing, setting out the new work pattern that will apply. The plan must include a commencement and review date.

What do I do if my request for compressed hours is refused?

Your Employer may only refuse your request on one ground, being operational requirements. If your Employer refuses your request, they need to provide you with written reasons explaining why the arrangement cannot be accommodated in sufficient detail for you to understand their concerns and respond. If your approving manager does not provide you with their reasons for decision, request our **CPSU Direct Letter Template** to make this request. Once you have confirmed the reasons for the refusal, contact **CPSU Direct** for advice on your options.

CPSU Direct resources you can request:

Letter Template: *Application for Compressed Hours Arrangement*

Letter Template: *Leave Refusal - Request for Reasons*