1 Purpose and application

(1) These provisions set out the basis upon which the Faculty will implement the following provisions of the University of Sydney Enterprise Agreement 2018-2021 ("the Agreement"): (a) Annual leave – clauses 191-200; and (b) Flexible working hours arrangements – Schedule 4.

Note: See also the Flexible Working Arrangements Policy.

(2) These provisions apply only to professional staff who are subject to the Agreement.

(3) These provisions apply in addition to the provisions of the Flexible Working Arrangements Policy.

2 Annual leave

(1) Supervisors must discuss annual leave plans with their staff and prepare an annual leave plan each year. (a) Initial annual leave plans must be completed by one calendar month from the date of commencement of these provisions. (b) Subsequent annual leave plans must be completed by 31 January each year.

(2) The annual leave plan should include, as far as possible, details of other proposed leave for the year, including but not limited to: (a) long service leave; and (b) parental leave.

(3) The purpose of the annual leave plan is to ensure: (a) that staff are taking the leave to which they are entitled; and (b) that adequate staffing levels are maintained at all times, taking into consideration patterns of workload demand.

(4) Supervisors should review the accrued annual leave balances of staff for whom they are responsible when preparing the annual leave plan.

(5) Supervisors must manage staff with excessive accrued annual leave entitlements (that is, more than 40 days) consistently with clauses 195-198 of the Agreement.
3 Flexible working hours

(1) The core hours for the Faculty of Pharmacy are 9.00 am to 4.00 pm, Monday to Friday. Staff are expected to commence work between 8.00 am at the earliest and 9.00am at the latest. Depending on the time of arrival, the departure time should be between 4.00pm and 6.00pm.

(2) Eligible staff may take flexible time off, consistently with the Agreement, as a whole or part day.

(3) Outside core hours, supervisors may agree with staff members about flexibility in the hours the staff member is ordinarily to be in attendance, as provided in the Agreement.

(4) In reaching any such agreement, supervisors are responsible for ensuring that the requirements of the Agreement are met, particularly in relation to meal breaks.

(5) Each supervisor must identify, and inform the staff they supervise of, peak workload periods for the relevant work area or unit. Examples of such periods include but are not limited to:

(a) enrolment periods;
(b) preparing for the start of semester;
(c) teaching periods (for laboratory-based staff);
(d) results processing periods;
(e) meeting publishing deadlines; or
(f) meeting grant submission deadlines.

(6) During peak workload periods:

(a) annual leave and accrued flexible time off should not be taken;
(b) staff may work additional hours, outside the number and span of their ordinary hours, as approved or requested by their supervisor;
(c) additional hours worked may be:
   (i) accrued as flexible time off; or
   (ii) deemed to be overtime if it outside the staff member’s ordinary span of work hours or in excess of the hours the staff member ordinarily works in a day.

(7) The pattern of additional hours worked to accrue time for flexible time off or time off in lieu must be agreed between each staff member and supervisor and approved by the supervisor.

(8) Each staff member must record hours worked, breaks and absences daily (in 15 minute increments) on a timesheet which:

(a) is in the form specified by the Faculty;
(b) reflects staff taking a minimum of 30 minutes break for every 5 hours worked;
(c) includes all breaks greater than 15 minutes;
(d) is saved electronically in a folder to which the supervisor has access; and
(e) is signed and submitted at the end of each month to the supervisor.
(9) Flexible time off exceeding three hours or more on a single occasion must also be recorded in MyHROnline.

(10) Additional hours which are not appropriately recorded, or worked without approval, will not be available as accrued flexible time off or overtime.

(11) Subject to agreement between the staff member and their supervisor, up to 42 hours of flexible time off may be accumulated. Supervisors should encourage staff to take accrued flexible time within six months of accrual.

(12) Core hours and peak workload demand periods will be reviewed by supervisors and the School Manager annually, by 31 January each year.

4 Overtime

(1) The School Manager is responsible for authorising overtime.

(2) All requests for overtime (whether paid or compensated by time off in lieu) must be approved in advance of the overtime.

NOTES

Faculty of Medicine and Health – School of Pharmacy Leave and Flexible Working Arrangements Provisions 2015

Date adopted: 16 December 2015
Date commenced: 18 January 2016
Date amended: 22 September 2016 (administrative amendment)
1 June 2017 (administrative amendment)
18 June 2018 (administrative amendments)
21 September 2018 (administrative amendments)
2 April 2020 (administrative amendments)

Approved by: Andrew McLachlan, Head of School and Dean

Signature:

Review date: 16 December 2020

Related documents: *Fair Work Act 2009 (Cth)*

*University of Sydney Enterprise Agreement 2018-2021*

*University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016*

*Leave Policy 2016*

*Flexible Working Arrangements Policy*
## AMENDMENT HISTORY

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<td>1(1); 1(1)(a); 1(2); 2(5); 3(2); 3(3); 3(4)</td>
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