

Hours of Work & Flexible Work Policy

Scope

This policy applies to all persons employed (full-time, part-time or casual) with Atwea, unless otherwise specified by an industrial instrument or contract.

Purpose

This policy sets out Atwea's approach to managing hours of work, flexible working arrangements, and working from home in accordance with the Fair Work Act 2009 (Cth), the National Employment Standards, and the Atwea College Enterprise Agreement 2025.

Definitions

Ordinary hours:	The standard hours of work as specified in the Enterprise Agreement or the employee's contract of employment
Reasonable additional hours:	Hours beyond ordinary hours considered reasonable under section 62(3) of the Fair Work Act 2009
Flexible working arrangement:	An agreed change to an employee's hours, patterns, or location of work
Working from home (WFH):	An arrangement where an employee performs contracted hours from an approved home-based location
Time in lieu (TOIL):	Paid time off in lieu of overtime payment, in accordance with the Enterprise Agreement

Policy

Atwea will support flexible working arrangements where operationally viable within framework of the Atwea College Enterprise Agreement 2025:

- Full-time employees must not be required to work more than 38 ordinary hours per week unless the additional hours are reasonable.
- Part-time and casual employees must not exceed their agreed ordinary hours or 38 hours, whichever is less.
- Teaching staff hours are determined by the Enterprise Agreement and include teaching, student consultation, curriculum development, and assessment.
- Overtime and breaks will be managed in accordance with the Enterprise Agreement
- Non-teaching staff hours will be typically within a spread of 7:00 am to 7:00 pm, Monday to Friday.

Related documents, forms, and legislation

Fair Work Act 2009 (Cth)

Work Health and Safety Act 2011 (NSW)

Atwea College Enterprise Agreement 2025

Working from Home Procedure

Review

This policy review period is every two (2) years

Policy Owner	People and Culture Manager		
Approval Authority	Chief Executive Officer		
Date of Endorsement	2/4/226	Next Review Date	2/4/2028