

# Flexibility Flowchart

## Employee Centred Rostering

### Flexible Working Arrangements (FWA)

All can apply but specified employees are protected in their right to request a FWA

Formal agreement between the employee and Western Health for up to 12 months

Can include temporary changes to employment conditions such as EFT

Needs to be approved by operational reporting lines (UM, Ops Manager, DD) and recorded by People & Culture

#### Examples

- A registered midwife is over 55 years of age and requests to no longer work night duty
- A registered nurse returns from maternity leave and requests a temporary reduction in contracted hours for 12 months
- A CNS is undergoing medical treatment for cancer and requests a temporary reduction in hours and set shifts for 6 months to undergo chemotherapy

### Flexible Rostering Agreement (FRA)

Any nurse or midwife may apply for an FRA

Local agreement between the employee and the Unit Manager for a period up to 12 months

Provides certainty for the employee's projected rostered shifts with no changes to EFT but does not lock in a set roster

Approved by the Unit Manager and sent to the Operations Manager for sign-off

#### Examples

- An ANUM requests to work permanent night duty for 6 months for personal reasons
- A registered nurse is playing semi-professional support and requests Tuesdays/Saturdays off work for a 10 week period
- A registered midwife requests to work a night duty pattern not consistent with fatigue management principles

### Rostering Requests

Nurses and midwives are entitled to guaranteed requests in each fortnight

Nurses and midwives can also complete a rostering Preference form

Where employees are seeking certainty about an ongoing roster request (e.g. no shifts on a Tuesday or Saturday), then they should apply for either a FRA or a FWA

#### Examples

- A midwife prefers to work PM shifts on a Thursday
- A registered nurse is attending a wedding out of town, and requests three days off