*This fact sheet should be read in conjunction with the* [*Parental leave*](https://ppr.mpe.qed.qld.gov.au/procedure-parental-leave) *procedure which provides the detailed step by step process when assessing applications.*

Managers, principals and supervisors are responsible for actively working with employees to help find solutions that balance work and personal needs and are fair and reasonable, while managing the operational requirements of the work unit and ensuring performance standards are maintained.

All requests to work on a part-time basis must be considered on their merits, and cannot be unreasonably refused.

**What should I consider when I receive a request for part-time work?**

* If the request is for a permanent part-time role, can the position be converted to part-time status?

□ Yes, speak to HR about converting the role permanently to part-time.

□ No, consider further options.

* If the request is for a set period of time, can the position be performed part-time or on a job share basis either for the period of time applied for or for a lesser period of time?

□ Yes, source a job-share partner or reduce hours to part-time for agreed period.

A suitable job-share partner may be sourced either internally or externally to the work unit and is someone at the same level and with the appropriate skills to perform the job-share role. Speak to HR about appointing a job-share person. The job-share person may be:

* an existing member of staff
* suggested by the applicant
* found as a result of an EOI.

□ No, the request cannot be accommodated due to operational requirements. Discuss the application with employee to identify possible alternative solutions based on the employee’s circumstances.

* If an agreement cannot be reached between the 2 parties, the manager, principal or supervisor must ensure that their decision making will withstand the scrutiny of external bodies such as the Public Service Commission and the Anti-Discrimination Commission of Queensland.

***Is the request for an employee returning from parental leave?***

*If so, please ensure you comply with the requirements of the Parental leave procedure.*

*If you have any concerns about your ability to accommodate the request for part-time work, please contact your local HR team for advice.*

For further information, contact:

**Integrity and Employee Relations**

[EmployeeRelations.HumanRes@qed.qld.gov.au](mailto:EmployeeRelations.HumanRes@qed.qld.gov.au)

**Are you being reasonable?**

* Have you looked at the request from the position of ‘how can we make this work?’
* Have you been creative and solutions focused, looking at options that may work for both you and the employee? No one size fits all — everybody and every situation is different.
* Do you understand, and have you considered, the employee’s family circumstances and reason for request?
* Are you genuinely and seriously considering the application based on inherent occupational requirements?
* Are you being outcomes focused, and considered other ways in which the same outcomes can be achieved? You may want to consider whether there are suitable options under the Flexible work arrangements policy.
* Have you considered the benefits that the arrangement may bring?
* Don’t assume that working part-time means being less effective. For example, the proposed arrangement may reduce your staff costs or have a positive impact on your service delivery.
* Only deny a request (or grant with conditions) on reasonable grounds. Reasonable grounds will be different for every circumstance however your reasons need to withstand the scrutiny of external bodies such as the Public Service Commission and the Anti-Discrimination Commission of Queensland. In accordance with the relevant HR procedures, all reasons are to be documented and provided to the employee.

**Building a team culture of flexibility**

* As a manager, what are you doing to promote a ‘guilt-free’ attitude to requests? Do people feel comfortable to request part-time work arrangements?
* Does the culture of your work unit cultivate an open and trusting environment?
* Be aware of your preconceptions about part-time working arrangements, how it might work, and; who the arrangement best applies to. Reading through these [*flexible work myths*](https://www.forgov.qld.gov.au/flexible-working-myths) may alert you to some of your preconceptions. It is great to be aware of these before you start considering requests to ensure you are responding fairly and without bias or discrimination
* ***Considerations for working***
* ***part-time***
* Ensure the workload is appropriate to the hours of work.
* Is the employee who is requesting part-time working arrangements able to participate in team meetings and team work?
* Do the hours of work allow for sufficient interaction between the employee, their manager and other employees?

For further information, contact:

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[EmployeeRelations.HumanRes@qed.qld.gov.au](mailto:EmployeeRelations.HumanRes@qed.qld.gov.au)