

HOW WE FLEX@MONASH

When it comes to flexibility, Monash provides a range of options for staff to access throughout their employment journey. The table below shows the suite of options Monash staff can use to support flexibility that can work for them.

FLEX TYPE	FLEX PROCEDURE	FLEX EXAMPLE/ Details	EMPLOYEE BENEFITS	ORGANISATION BENEFITS
Workload Monash staff have access to flexible work options	<ul style="list-style-type: none"> Flexible Work Procedure 	<ul style="list-style-type: none"> Job Share, full-time / part-time options for eligible staff where the business requirement can be met 	<ul style="list-style-type: none"> More control over days or hours worked Greater ability to meet non-work commitments during regular hours Enhanced work-life balance 	<ul style="list-style-type: none"> Less absenteeism Retention of staff
Continuity Monash staff have access to a range of generous leave provisions to support their health and wellbeing throughout their employment	<ul style="list-style-type: none"> All Leave (Overarching) Procedure 	<ul style="list-style-type: none"> This includes but is not limited to annual leave, carer's leave, study leave, special leave (paid and unpaid), sporting leave etc Opportunities to support staff through life-events (parental leave) whilst maintaining engagement with Monash as their employer 	<ul style="list-style-type: none"> Opportunity to balance personal and professional goals Enhanced wellbeing Time away from work where position is held to pursue other goals Support parents in the workplace Support staff professional development 	<ul style="list-style-type: none"> Greater productivity and staff focus Less absenteeism Retention of staff
Work Location Monash enables staff to work from alternate locations including home	<ul style="list-style-type: none"> Academic Staff Clause 69 (69.4-69.5, 69.10-19) Professional Staff - WFH Procedure 	<ul style="list-style-type: none"> Academic staff can perform self-directed tasks in line with the Enterprise Agreement Professional Staff, can apply to work up to two days from home per week (pro-rata for part-time and casual staff) 	<ul style="list-style-type: none"> Greater productivity Less time commuting Enhanced work-life balance Empowerment of employers resulting in greater engagement 	<ul style="list-style-type: none"> Greater productivity Larger and more diverse talent pool Less turnover Lower overhead costs Reduced carbon footprint Retention of staff
Schedule Monash staff can apply to adjust their work schedules as necessary.	<ul style="list-style-type: none"> Voluntary reduced working year 	<ul style="list-style-type: none"> Opportunity to purchase additional leave Vary start/finish times within ordinary hours of duty 	<ul style="list-style-type: none"> More control over days or hours worked Enhanced work-life balance 	<ul style="list-style-type: none"> Greater productivity and staff focus Less absenteeism

Flexibility is not a one-size-fits-all approach, and differing levels of flexibility may be accommodated depending on the role. Eligible staff have the right to request flexible work arrangements under the Fair Work Act 2009 - details are available under the [Flexible Work Procedure](#). Other staff may request to set arrangements in conjunction with the needs of the area.