

# QBuild fact sheet

## Flexible Work Practices

Flexible work practices are employment arrangements which aim to achieve the best possible match between the business interests of employers and the personal/professional interests of individual employees.

### Part-time work

A part-time employee is someone who works less than the full ordinary fortnightly hours, on an ongoing basis, and who enjoys entitlements associated with permanent employment.

### Job sharing

Two or more employees make a voluntary agreement (with management approval) to share one full-time job, each working part-time on a regular continuing basis. It is a form of part-time work that might be viable when ordinary part-time work is not, such as when a job needs to be filled on a full-time basis.

### Telecommuting

Telecommuting is the agreed performance of work away from the normal workplace, using telecommunications technology to replace part or all of the physical journey to work.

### Accumulated time

Provides employees with the capacity to take extra time worked as time off work. This may be taken as either a part day or full day off.

### Career break schemes

Employees are able to avail themselves of significant periods of time away from work with the right to return to a job at the same level. Leave may be granted either with or without pay.

### Purchased leave

Purchased leave enables employees to work a reduced number of months, take extra annual leave and receive a proportionate salary over a full 12 month period, subject to operational requirements. Unlike traditional 'leave without pay', it provides employees with a regular income throughout the year and the leave period.

### Special responsibility leave for caring purposes

Employees have the option to take leave to provide care or support to a family member.