Purpose: This guide lists the steps required for supervisors to review and approve an employee's application to enter into an Individual Flexibility Arrangement (IFA).

An IFA entitles eligible UQ employees to convert their Recreation Leave Loading for one year into a maximum three days Additional Recreation Leave (pro-rata for part-time staff).

To be eligible to apply for an IFA, an employee must have a continuing or fixed-term placement in Aurion that covers the entire IFA accrual period (1 December 2011 – 30 November 2012).

In addition, during the IFA application period (1 to 31 October 2011), the employee must have:

- No more than six weeks Recreation Leave
- No more than 7 ¼ hours Flex or 36 ¼ hours VBT.

Note the following:

- Applications must be completed and forwarded to the Faculty/Institute/Division HR teams by 31 October 2011
- For IFA terms and conditions, refer to the University’s Recreation Leave policy and procedures (PPL 5.60.10) – [https://ppl.app.uq.edu.au/content/5.60.10-recreation-leave](https://ppl.app.uq.edu.au/content/5.60.10-recreation-leave)
- A copy of the IFA Application form is available from the Forms tab when viewing the University’s Recreation Leave policy and procedures.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Instructions – How to review and approve an Additional Recreation Leave IFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Review the IFA Application form to ensure the employee has completed the first section correctly. In addition, check the employee has signed and dated the form. <strong>Note:</strong> Where the employee is under the age of 18 years the form must be co-signed by a parent or guardian.</td>
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</table>
| Step 2 | Check that the employee’s:  
- Placement and any future extensions to that placement covers the entire IFA accrual period  
- Current Recreation Leave balance is not in excess of six weeks  
- Flex/VBT balance is less than or equal to 7 ¼ hours Flex or 36 ¼ hours VBT. **Note:** This check is only required for professional staff at HEW Levels 1-7. |

Example scenarios and further instruction on how to perform these eligibility checks is provided at the end of this guide.
**Steps** | **Instructions – How to review and approve an Additional Recreation Leave IFA**  
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**Step 3** | When confident the information provided is correct, sign the IFA Application form and send it to the Head of the organisation unit (for example, Head of School, Executive Dean or Institute Director) for approval.  
Once sent to the Head of the organisation unit, the following approval and processing steps are performed:  
1. The Head of the organisation unit reviews and signs the form.  
2. The form is then sent to the Faculty>Institute>Central HR for a final eligibility check.  
3. Once final eligibility has been confirmed, HR returns a copy of the authorised IFA Application form to the employee via internal mail.  
4. At the commencement of the IFA accrual period (1 December), HR will begin processing the applications in Aurion.
Eligibility Checks – Additional Information and Example Scenarios

Check 1 – Placement History

To verify an employee’s placement covers the entire IFA accrual period, complete the following steps:

1. From within MyAurion, click the MyStaff tab. The Select My Staff grid displays.
2. From the Select My Staff grid, double click on the required employee. The My Staff tab updates and provides access to view the selected employee’s details.
3. From the updated My Staff tab, click the Job button to access the grids in the Job summary panel on the left-hand side of the Job portal.
4. From the Placement History grid, click the Expand icon ( ). The summary details of the employee’s placement are displayed, as shown below.

5. Check the dates of the placement and any future extensions to that placement. If the placement covers the entire IFA accrual period (1 December 2011 – 30 November 2012) and no break in service has occurred, the employee meets this eligibility requirement.

Example: Eligible Placements

In the example below, the employee is eligible as they are on a continuing placement that started before the commencement date of the IFA accrual period.

In the example below, the employee is eligible as they are on a fixed-term placement that covers the entire IFA accrual period.
**Example: Ineligible Placements**

In the example below, the employee is not eligible as they are on a fixed-term placement that ends during the IFA accrual period.

<table>
<thead>
<tr>
<th>Placement History</th>
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<tbody>
<tr>
<td>From</td>
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<tr>
<td>30/07/2011</td>
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</tbody>
</table>

**Check 2 – Recreation Leave balance**

To verify an employee’s Recreation Leave balance is not in excess of six weeks, complete the following steps:

1. From within MyAurion, click the MyStaff tab. The Select My Staff grid displays.
2. From the Select My Staff grid, double click on the required employee. The My Staff tab updates and provides access to view the selected employee’s details.
3. From the updated My Staff tab, click the Leave button to access the grids in the Leave summary panel on the left-hand side of the Leave portal.
4. From the Leave grid, click the Expand icon ( ). The details of the employee’s available leave balances are displayed, as shown below.

<table>
<thead>
<tr>
<th>Leave portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>MyAurion</td>
</tr>
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</table>

5. Check the employee’s Recreation balance. If the balance is less than six weeks, the employee meets this eligibility requirement.

**Example: Eligible Leave Balance**

In this example, the part-time employee works three days per week. Six weeks leave at three days per week equates to 18 days (6 weeks x 3 days = 18 days). As the employee has a Recreation Leave balance of 12.78 days, the employee meets this eligibility requirement.

**Note:** For more information on calculating leave balances, please contact your local HR Team.
Check 3 – Flexitime/VBT Balance (professional staff at HEW Levels 1-7 only)

To verify a professional staff member (HEW Levels 1-7) has no more than 7 ¼ hours Flex or 36 ¼ hours VBT, view their current timesheet and check the Carry Over Balance Flex/VBT field.

If the Flex/VBT allowance is less than the maximum allowable balance, the employee meets this eligibility requirement.

**Example: Eligible Flex/VBT Balance**

In this example, the employee has a Flex balance of 5 ¼ hours, as the maximum allowable balance is 7 ¼ hours, the employee meets this eligibility requirement.

In accordance with the University’s General Staff Working Arrangement – Flexitime and Voluntary Banked Time policy (number 5.55.3), an employee’s maximum allowable Flex/VBT balance is 7 ¼ and 36 ¼ hours respectively. Employees and their supervisors must ensure this balance is maintained appropriately.