

# Flexible Working Arrangements Policy

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Owner	Group Manager Human Resources

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## Context

The Employment Relations (Flexible Working Arrangements) Amendment Act 2007 sets out both the procedure and minimum rights and obligations of employers and employees, where eligible employees make requests for flexible working arrangements. Further amendments to the Act came into effect from March 2015.

## Scope

This policy applies to all open term and fixed term staff on both collective and individual employment agreements.

## Purpose

The purpose of this policy is to provide clarity on the process for requesting flexible working arrangements. It outlines the obligations of LINZ and its employees under the Employment Relations Act and ensures that flexibility is attainable for LINZ employees.

## The policy

The following principles apply to each type of request:

### Requests under Part 6AA of the Employment Relations Act 2000

- Land Information New Zealand will comply with its obligations under the Act and subsequent amendments through this Policy and the Flexible Working Arrangements Guidelines.
- Employees who have been employed by LINZ may make a request under the Employment Relations (Flexible Working Arrangements) Amendment Act 2007 for flexible working arrangements..
- The Guidelines set out the process for:
  - What can be Requested
  - How to Make a Request
  - Consideration of Requests under the Act
  - Timeframe for Response
  - Approval of request
  - Declining a Request
  - Trial Periods
  - Alternative Variation Offered
  - Dispute Resolution

## LINZ references

LINZ has many standards, guidelines, strategies and policies that relate in some way to its flexible working arrangement responsibilities and practices. The following are indicative of the range of standards, guidelines, strategies and policies by which LINZ ensures its operations are consistent with the Policy.

Flexible Working Arrangements Guidelines  
Employee's Individual Employment Agreements  
Collective Employment Agreements

## External references

The following external references have assisted the development of this Policy.

### Legislation

Employment Relations Act (2000) and its amendments  
Employment Relations (Flexible Working Arrangements) Amendment Act 2007  
Human Rights Act 1991

## Definitions

<b>Flexible Working Arrangements</b>	Changes to an employee's hours, days or place of work.
<b>Request</b>	A request for a variation of an employee's employment agreement under this Policy.
<b>Variation</b>	A variance or alteration to an employee's employment agreement, with the consent of both parties, during the currency of the agreement.

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Approved as a LINZ Administrative Policy

**Andrew Crisp**  
**Chief Executive**  
**Land Information New Zealand**