

## Flexibility in the workplace

Flexibility in the workplace allows employers and employees to make arrangements about working conditions that suit them. This helps employees maintain a work / life balance and can help employers improve the productivity and efficiency of their business.

As long as employees are still receiving their minimum entitlements, employers and employees can negotiate ways to make their workplace more flexible. Examples include changing what hours are worked and where work is performed.

There are 2 formal ways employers and employees can make their workplace more flexible:

- [flexible working arrangements \(www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements\)](http://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/flexible-working-arrangements) - certain employees have the right to request flexible working arrangements
- [individual flexibility arrangements \(www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/individual-flexibility-arrangements\)](http://www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/individual-flexibility-arrangements) - employers and employees can negotiate to change how certain terms in an award, [enterprise agreement \(www.fairwork.gov.au/Dictionary.aspx?TermID=2154\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2154) or other registered agreement apply to them.

Source reference: [Fair Work Act 2009 s.65, 144 and 202](http://www.comlaw.gov.au/Series/C2009A00028) (http://www.comlaw.gov.au/Series/C2009A00028)

### Tools and resources

- [Flexible working arrangements best practice guide \(www.fairwork.gov.au/tools-and-resources/best-practice-guides/flexible-working-arrangements\)](http://www.fairwork.gov.au/tools-and-resources/best-practice-guides/flexible-working-arrangements)
- [Workplace flexibility course \(www.fairwork.gov.au/tools-and-resources/online-learning-centre/workplace-flexibility\)](http://www.fairwork.gov.au/tools-and-resources/online-learning-centre/workplace-flexibility)

### Related information

- [Awards and agreements \(www.fairwork.gov.au/awards-and-agreements/default\)](http://www.fairwork.gov.au/awards-and-agreements/default)
- [National Employment Standards \(www.fairwork.gov.au/Employee-entitlements/National-Employment-Standards/default\)](http://www.fairwork.gov.au/Employee-entitlements/National-Employment-Standards/default)

### Help for small business

Find tools, resources and information you might need in our [Small business showcase \(https://smallbusiness.fairwork.gov.au/\)](https://smallbusiness.fairwork.gov.au/).

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### Contact us

Fair Work Online: [www.fairwork.gov.au](http://www.fairwork.gov.au)

Fair Work Infoline: 13 13 94

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Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

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