

MANAGING FLEXIBLE WORK AND PARENTAL LEAVE

Course Code: FWP



The legal landscape on flexible work practices has changed in recent years. Employers have certain obligations regarding the accommodation of employees who wish to work flexibly. These obligations include important process requirements, as well as rules around which employees are entitled to work flexibly.

The laws on parental leave continue to evolve. This programme will ensure you have an up to date understanding of your obligations towards employees taking parental leave and returning from parental leave.

This programme will provide participants with the tools required to navigate the complex environment where employees wish to work more flexibly or take parental leave. This programme provides a framework for dealing with these issues.

Learning Content

This half day session will cover the following topics:

- Outline of the legislative, industrial, and policy/contract basis for entitlements to parental leave and requests for flexibility
- Discussion of recent discrimination and unfair dismissal cases dealing with these scenarios
- Managing complaints
- Best practice principles in this area

Learning Outcomes

At the conclusion of this programme, participants will:

- Be familiar with your organisation's legal obligations
- Understand how your organisation's policies apply and be able to fill in the gaps
- Be provided with strategies to apply when considering employees who wish to work flexibly
- Understand how to manage complaints

JUSTITIA TRAINING REGISTRATION FORM

Please complete one form per participant. Confirmation of your registration will be emailed.

COURSE DETAILS

Course Code: FWP
Course Date: _____

PARTICIPANT DETAILS

Prefix: Mr / Ms / Mrs / Dr / Other:
First Name: _____
Last Name: _____
Position: _____
Organisation Name: _____
Address: _____
Suburb: _____ Post Code: _____
Telephone: ()
Mobile: _____
Email: _____
Email Updates: ☐ Please add me to Justitia's email list
Dietary Requirements: _____

PAYMENT DETAILS

Payment can be made by cheque or credit card. If paying by cheque, please make your cheque payable to 'Justitia'. If paying by credit card, please complete the following section. We request you post or fax this registration form with payment.

Credit Card Type: ☐ VISA ☐ MasterCard
Cardholder Name: _____
Credit Card Number:

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Expiry Date: Month: _____ / Year: _____
Course Fee: \$ _____ (Normal Fee \$500 / Early Bird \$450)

CANCELLATION POLICY

We will refund your total course fee if you give us 5 or more days' notice of your cancellation. We will not refund your course fee if you notify us of the cancellation less than 5 days prior to the training day. Alternatively, you will be given the opportunity to indicate that another person from your organisation will attend in your place. We ask that you inform us of this before the training day. We may sometimes need to reschedule or cancel courses due to unforeseen circumstances. In that instance, we will offer you the option of a total refund of your course fee, or, if that course is deferred to a later date, a transfer of your booking to the later date.

Fax Registration Form to:
(02) 6169 4480