

FLEXIBLE WORK ARRANGEMENTS (FWA) INCLUDING SERCAT 6

→ Flexible work arrangements (FWA) including SERCAT 6 can be utilised at any time after the completion of your initial employment training.

Flexible working arrangements **do not** affect your total hours worked each fortnight. They are arranged with your Chain of Command and may include:

- ✓ WORKING FROM HOME
- ✓ ANOTHER LOCATION
- ✓ IRREGULAR HOURS



Long-term arrangements should be confirmed using **form AE406**, particularly if you are seeking remote overseas work as this must be approved by Career Management - Army.

SERCAT 6 is used if you intend to **reduce the amount of hours** you work in a fortnight on a regular recurring pattern.

30:00

This could be in response to:

- FAMILY REQUIREMENTS
- STUDY COMMITMENTS
- WORKING OUTSIDE ARMY

→ You should discuss this decision with your **CHAIN OF COMMAND** and **CAREER MANAGER** so you can understand the impact on your salary and entitlements as well as any outstanding service obligations.

APPROVED

SERCAT 6 arrangements cannot start until they have been approved by Career Management - Army.

AT LEAST
28
DAYS

All new requests, extensions or amendments must be received by Career Management - Army **at least 28 days before your start date.**

This ensures all pay and entitlement changes are processed prior to transfer so you do not incur an overpayment.



Army

For more information on SERCAT 6 and Flexible Work Arrangements visit <http://drnet/Army/DCMIA/Pages/FWA.aspx>

Career Management - Army