

INDIVIDUAL FLEXIBILITY AGREEMENT

Dated 31 January 2025

BETWEEN:

Best Kids Early Childhood Service [the Employer]

10 Mulberry Street, PLUMTOWN NSW 2700 (ABN 012 345 6789)

AND

Jane Sample [the Employee]

1. This Individual Flexibility Agreement is made under the Children's Services Award 2010.
2. This Individual Flexibility Agreement begins to operate on 2 December 2024.
3. This Individual Flexibility Agreement is conditional, subject to:
 - i. the approval of the Employer as a grant recipient under the Early Childhood Education and Care Worker Retention Payment program;
 - ii. the grant funding linked to the approval of the Employer as a grant recipient is dated as being effective from 2 December 2024; and
 - iii. the Employee being currently employed by the Employer as at the date of the first allowance payment following any such approval.
4. The Employer and the Employee hereby agree that the Award as referenced in Clause 1 is varied as follows:
 - i. for all work performed from 2 December 2024 to 30 November 2025, the Employee shall receive an ECEC Payment Retention Allowance of \$2.20 per hour plus superannuation.
 - ii. for all work performed from 1 December 2025 to 30 November 2026, the Employee shall receive an ECEC Payment Retention Allowance of \$3.30 per hour plus superannuation.
5. The above amounts are paid in addition to the workers ordinary rate of pay.

6. The Retention Allowance rates stated above may be adjusted in the following circumstances:
 - i. An increase in minimum Award rates, or
 - ii. Where the classification of the Employee's position is varied on an ongoing or temporary basis.
7. Payment of the Retention Allowance will be made in the employee's ordinary pay cycle.
8. This Individual Flexibility Agreement will be terminated at the end of the agreement date 30 November 2026, except where terminated earlier in accordance with Clause 9.
9. This Individual Flexibility Agreement may be terminated prior to the end of this agreement date in the following ways:
 - i. the grant program is ceased or materially changed by the Department of Education, or
 - ii. if the employer and the employee agree in writing to termination of this Individual Flexibility Agreement, or
 - iii. by either the employer or the employee giving 13 weeks' written notice of termination to the other party, or
 - iv. as prescribed by the Employee's relevant Award as may be varied from time to time, or
 - v. on cessation of employment of the Employee.
10. The Employer and the Employee have genuinely agreed to enter into this Individual Flexibility Agreement to meet the genuine individual needs of both parties and without any coercion or duress.

ACCEPTANCE OF INDIVIDUAL FLEXIBILITY AGREEMENT

EMPLOYEE			
Name			
Signature		Date	

EMPLOYER REPRESENTATIVE			
Name			
Position			
Signature		Date	

FOR EMPLOYEES UNDER 18 YEARS OF AGE			
Parent/guardian name		Date	
Parent/guardian signature			