

WORK, LIFE & FAMILY BALANCE

POLICY

Rationale:

- Life is busy, demanding and hectic. There are many competing demands on the lives of our staff, including potential clashes between work commitments and personal time. By establishing a balance between conflicting demands, staff are happier, less stressed, more effective, and better at educating our children.

Aims:

- To explore and implement a wide variety of flexible work options that assist staff in establishing work, life and family balance.
- To assist teachers to become as energised and as enthusiastic as possible during their time at school.

Implementation:

- Each staff member experiences different tensions in trying to manage their professional work, personal life and family commitments.
- Individual staff members in schools are able to negotiate a wide variety of flexible work options with the principal, so as to allow a better life balance between school and home.
- Our school understands the benefits of such arrangements, and supports proposals that enhance the staff member's life whilst maintaining or enhancing work productivity.
- Flexible work options may include changes to work hours, changes to roles, time fraction alterations, sabbatical leave, telecommuting, location changes, work from home arrangements, job sharing etc.
- Employees seeking a flexible work option must do so in writing to the principal, detailing the personal circumstances under which the request is made, describe the arrangement the employee is seeking, and detailing how the arrangement would work within the context of their work area.
- The principal will meet with the applicant and respond with an outcome in writing within 21 days of submission of the request, detailing any modifications to the original request after discussions have occurred including any agreements for a trial period, or alternatively providing reasonable business grounds for the rejection of the request.
- Work, life and family balance initiatives may also include corporate memberships of local gymnasiums, whole family social functions, meeting free weeks, support from professional learning teams etc.
- The principal will consider all proposals put forward, and consider them in the context of workplace productivity, costs and Fringe Benefits Tax implications, and life style benefits.
- To be read in conjunction with our 'Flexible Work Options' policy.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

March 2015