

## **Better Work-Life Balance Survey - Employer**

The **Better Work-Life Balance Survey** contains questions about your organisation's work-life balance policies.

It is important that the questions are answered accurately as the purpose of this survey is to give an indication of the policies and practices available in your organisation that may assist employees in balancing their work and personal lives. Work-life balance policies are any policies that help people meet the needs of their work life and personal life effectively.



THE UNIVERSITY OF QUEENSLAND



**Queensland  
Government**  
Department of  
**Industrial Relations**

For each policy below, please circle a number to indicate whether your organisation/department has that policy available on a formal basis, an informal basis, or whether that policy is not available. A policy is considered “available on a formal basis” when that policy is formalised in writing and officially introduced in the organisation/department.

Leave arrangements

Does your organisation have –	Does your organisation have this policy?		
	Yes available on <u>formal</u> basis	Yes available on <u>informal</u> basis	No not available
	Please circle a number		
1 <b>Carers leave</b> (e.g. allows employees to take time off to care for and support a sick family or household member)	2	1	0
2 <b>Opportunity for leave if care arrangements for children or other dependants break down</b> (e.g. if day-care person gets sick the employee is allowed to take leave to take care of his/her child)	2	1	0
3 <b>Study/training leave</b> (allows employees to take time off for study or training)	2	1	0
4 <b>Career breaks</b> (e.g. allows employees to negotiate a fixed period of up to several years away from work to undertake study, while keeping a job at the end of the term)	2	1	0
5 <b>Cultural/religious leave</b> (allows employees to take time off for cultural/religious reasons; public holidays excluded)	2	1	0
6 <b>48/52 pay averaging for purchasing additional annual leave</b> (allows employees to take extra leave each year by pay averaging so that an employee has more leave but is paid at a corresponding lower amount of pay across the year)	2	1	0
7 <b>Bereavement leave</b> (e.g. allows employees to take a minimum leave of 2 days after the death of a family or household member)	2	1	0
8 <b>Pooling of leave entitlements</b> (e.g. ability to pool all leave entitlements (i.e. sick leave, carer’s leave etc.) giving employees a larger number of days if they need it for family reasons)	2	1	0

Pregnancy and Parenting Policies

Does your organisation have –	Does your organisation have this policy?		
	Yes available on <u>formal</u> basis	Yes available on <u>informal</u> basis	No not available
	Please circle a number		
9 <b>Unpaid maternity/paternity and adoption leave</b>	2	1	0
10 <b>Paid maternity leave</b>	2	1	0
11 <b>Paid paternity leave</b>	2	1	0
12 <b>Paid adoption leave</b>	2	1	0
13 <b>Opportunity to return to the same job after maternity/paternity and adoption leave</b>	2	1	0
14 <b>Safety at work during pregnancy</b> (e.g. changing the work of a pregnant worker to avoid long periods of standing or lifting heavy objects)	2	1	0
15 <b>Pre-natal leave</b> (e.g. time for pregnant women or their partners to attend medical appointments during working hours, either using additional leave or sick leave)	2	1	0
16 <b>Staggered return to work after pregnancy</b> (employees being able to negotiate a temporary reduction in hours of work when they return to work)	2	1	0
17 <b>Private expressing/breastfeeding room</b> (space at work offering privacy for an employee to breastfeed and providing refrigeration facilities)	2	1	0
18 <b>Lactation breaks</b> (time off to express milk or breastfeed babies if needed)	2	1	0
19 <b>A carers room for bringing children to work in emergencies</b> (e.g. provision of a safe location where staff can carry out their regular work duties while caring for dependents until other arrangements can be made)	2	1	0
20 <b>Employer assistance with childcare</b> (e.g. employers paying for or reserving places in an existing child care centre or an on-site child care centre)	2	1	0

Does your organisation have –	Does your organisation have this policy?		
	Yes available on <u>formal</u> basis	Yes available on <u>informal</u> basis	No not available
	Please circle a number		
21 <b>Job sharing</b> (two or more people share one full-time job)	2	1	0
22 <b>Telecommuting</b> (e.g. where an employee can work from home or outside of the central workplace using his/her own or the organisation's equipment)	2	1	0
23 <b>Cap on overtime</b> (a limit on the number of hours overtime that can be worked)	2	1	0
24 <b>Opportunity to negotiate part-time work for full-time employees</b> (e.g. allows employees to work part-time if a family situation changes dramatically)	2	1	0
25 <b>Time off in lieu and rostered days off</b> (allows employees to take time off for overtime they worked, instead of payment)	2	1	0
26 <b>Self-rostering and/or staggered start and finish times</b> (picking your own start and finish times and/or days as long as you work an agreed number of hours)	2	1	0
27 <b>Gradual retirement</b> (allows employees to gradually reduce the number of hours or duties they work over an extended period of time, up to several years, prior to retirement)	2	1	0

Additional Work Provisions

Does your organisation have –	Does your organisation have this policy?		
	Yes available on <u>formal</u> basis	Yes available on <u>informal</u> basis	No not available
	Please circle a number		
28 <b>Telephone for personal use</b> (e.g. allowing employees to contact family members if needed)	2	1	0
29 <b>Counselling services for employees</b> (the organisation pays for counselling services for employees experiencing, among other things, work/family stress)	2	1	0
30 <b>Referral services for employees' personal needs</b> (the organisation provides a referral service - a telephone service that you can use for assistance with personal matters)	2	1	0
31 <b>Health programs</b> (e.g. the organisation provides Quit Smoking programs, flu vaccinations on site, Dietary Advice programs etc)	2	1	0
32 <b>Parenting or family support program</b> (the organisation provides an educational program on parenting)	2	1	0
33 <b>Exercise facilities</b> (the organisation provides on site or subsidises exercise facilities/gym membership)	2	1	0
34 <b>Relocation or placement assistance</b> (where an employee has to move for work purposes, the organisation helps the whole family adapt to the new environment)	2	1	0
35 <b>Equal access to promotion, training and development</b> (providing equal access to promotion, training and development by providing encouragement and assistance to those employees with family responsibilities)	2	1	0

Availability of policies

<b>Does your organisation have –</b>	Yes	No
Please circle a number		
36 Written copies (e.g. hard copy manual, Intranet site) of their 'work-life balance' policies?	2	0