

WORK-LIFE BALANCE POLICY

1. PURPOSE

The purpose of this policy is to promote work-life balance by supporting staff by way of leave and flexible working arrangements which help staff to balance home, personal and work-life pressures.

2. POLICY

AUT is committed to promoting work-life balance for all employees. As such AUT extends a range of options to staff to enable them to balance work-life responsibilities, to increase employee motivation, their commitment to the organisation and to achieve higher quality output from loyal staff.

In extending its provision for staff the benefits for the University include ; higher effectiveness and better delivery of its core purpose, increased operational flexibility including cover for absence and holidays, higher employee motivation and commitment, improved recruitment and retention and enhanced performance from a committed and loyal workforce.

AUT makes the options available; the employee has primary responsibility for managing their work-life balance.

3. DEFINITIONS

4. SCOPE

This policy applies to all permanent and fixed term employees of the university.

SUPPORT	RELATED PROCEDURES/DOCUMENTS
Flexible Working	Two for Two and a half employment option Four for Five employment option Guidelines - Flexible working arrangements Guidelines - Breastfeeding
AUT Leave provisions to support work/life balance	Annual Leave Parental Leave Bereavement Leave Sickness Leave Domestic Leave Miscellaneous/Special Leave
Employee Assistance Programme	Support for employees dealing with work-related issues

Environmental assistance	Gym, Crèche, Counselling and medical services
Further details can be found on the HR Hub	

5. RELEVANT LEGISLATION

Employment Relations Act 2000

Health & Safety in Employment Act 1992

Parental Leave and Employment Protection Act 1987

Holidays Act 2003

6. LEGAL COMPLIANCE

The University will comply with the above legislation and the terms of any relevant employment agreements.

7. RELATED PROCEDURES/DOCUMENTS

Academic Promotions Procedures

[Allied Staff Grading and Promotion Procedures](#)

Collective Employment Agreements AUT Talent Release Form

8. RESPONSIBILITY

The responsibilities are set out in the procedures above.

9. DOCUMENT MANAGEMENT AND CONTROL

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