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| ADMINISTRATIVE | 5 | |
| GOVERNANCE | 1 | |
| EQUALITY AND DIVERSITY | 5 | |
| NUMBER | 005 | |
| | | Policy Database Document Reference Number 515005P |

WORK AND FAMILY POLICY


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| Purpose/ objectives | This Policy has been developed as part of La Trobe University's commitment to balancing work and family, best business practice, equal opportunity at work and retention of trained, valuable staff of both genders. |
| Scope/ Application | <ul style="list-style-type: none"> • Staff. • Students as applicable. • All campuses and centres. |
| Policy Statement | <p>It is unlawful to discriminate on the grounds of pregnancy, breastfeeding, sex, marital status parental status, family responsibilities, or status as a carer.</p> <p>La Trobe University is committed to work arrangements, policies, practices and support services to assist staff balance work and family responsibilities. These include:</p> <ul style="list-style-type: none"> • Flexible work options and leave arrangements (such as parental leave, 48/52 work arrangements or alternative arrangements, job sharing, time off in lieu) as detailed in the Human Resource Manual (HRM) and the La Trobe University Enterprise Bargaining Agreement (EBA) • Providing flexibility that allows for time off in lieu or flexible start and finish times, taking into account the business needs of the area • Allowing breastfeeding breaks for nursing mothers • Specially designated breastfeeding facilities will be made available at all campuses where practicable or alternative arrangements will be made by negotiation with staff member's manager/supervisor • Car parking will be made available within close proximity to campus buildings and facilities for nursing mothers. • Employee Assistance Program (EAP) • Managers and supervisors are encouraged to keep in touch with staff who are absent on extended leave. This can include keeping staff informed of workplace structural changes and issues, discussing return to work options and sending the University News and work area information/newsletters • Staff are similarly encouraged to consider alternative/flexible arrangements for students with pregnancy and carer needs as far as possible. For example exam and field trip arrangements. |
| Supporting Procedures | <p>La Trobe University Procedures for Dealing with Complaints of Sexual Harassment, Harassment, Discrimination, Racial and/or Religious Vilification; Human Resource Policy and Practices; La Trobe University Enterprise Bargaining Agreement.</p> |
| Responsibility for implementation | <p>Deans Heads of Schools Managers/supervisors</p> |

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| | Manager, Equality and Diversity Centre |
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| Responsibility for monitoring implementation and compliance | Manager, Equality and Diversity Centre |
| Status | Revised Format. Prior approval Council December 2002. The implementation of the latest version of this Policy supersedes all previous versions of this policy. |
| Key stakeholders | Pro Vice-Chancellor (Equity and Student Services) Manager, Equality and Diversity Centre Equality, Diversity and Wellbeing Committee |
| Approval Body | Council. |
| Initiating Body or person(s) | Manager, Equality and Diversity Centre |
| Definitions | |
| Related legislation | Sex Discrimination Act, 1984 (Cth) Equal Opportunity for Women in the Workplace Act 1999 (Cth) Equal Opportunity Act, 1995 (Vic) Workplace Relations Act, 1996 (Cth) Victorian Charter for Human Rights and Responsibilities Act, 2006 (Vic) |
| Related Policy and other documents | Children on Campus Policy Equal Opportunity Policy La Trobe University Equal Opportunity for Women in the Workplace Plan, 2006 – 2009 Sexual Harassment, Harassment and Discrimination Policy Equality and Diversity Awareness Program Staff Attendance Policy Human Resource Manual La Trobe University Enterprise Bargaining Agreement |
| Date Effective | December 2002. Revised Format 2008. |
| Next Review Date | 2012 |
| Keywords | Work, family, equality, equity |

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| Owner/Sponsor | Pro Vice-Chancellor (Equity and Student Services) | |
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