




DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ADMINISTRATIVE	5	
GOVERNANCE	1	
EQUALITY AND DIVERSITY	5	
NUMBER	007	
Policy Database Document Reference Number 515007D		

WORK AND FAMILY PROCEDURES


Parent Policy Title	Work and Family Policy																		
Associated Documents	Sexual Harassment, Harassment and Discrimination Procedures Children on Campus Procedures																		
Preamble	In line with the Equal Opportunity Act 1995 (Vic) it is unlawful to discriminate on the grounds of pregnancy, breastfeeding, sex, marital status, family responsibilities, or status as a carer.																		
General	La Trobe University is committed to work arrangements, policies, practices and support services to assist staff balance work and family responsibilities.																		
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1. Flexible work options	<p>Flexible work options may be arranged on a permanent basis or for a defined period of time. Such requests should be discussed between the employee and supervisor in the first instance. Requests for flexible work arrangements need to be considered individually as each will have different circumstances. Further details of available options are outlined in:</p> <p>Human Resources Manual</p> <p>Section 5.3 - Hours of Work/Overtime Section 7.1 - Staff Leave Entitlements</p> <p>La Trobe University Enterprise Bargaining Agreement 2004-2008</p> <p>Section 21 - Workplace Flexibility Part 4 - Leave Provisions</p>																		
2. Factors to be considered for	<ul style="list-style-type: none"> • the nature of the employee’s work and parental or carer responsibilities; 																		

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<p>flexible work options</p>	<ul style="list-style-type: none"> • the nature and cost of the arrangements required; • the effect of the flexible work arrangements on the workplace including the financial impact on the workplace; • the consequences for the employer of having flexible work arrangements; • the consequences for the employee of not having the flexible work arrangements; • occupational health and safety.
<p>3. Examples of flexible work practices</p>	<ul style="list-style-type: none"> • time in lieu/flexitime; • working part time or working agreed hours over fewer days; • starting and finishing earlier or later; • working from home; • changing hours of work, rosters, break times or timing of meetings; • extending unpaid leave where paid entitlements have been exhausted; • working a 48/52 pattern (or similar) arrangement; • job sharing.
<p>4. Breastfeeding breaks</p>	<p>Breastfeeding breaks support nursing mothers returning to work. Flexible lunch breaks, flexible tea breaks, flexible start and finish times and time in lieu are appropriate to facilitate breastfeeding breaks.</p>
<p>5. Breastfeeding facilities</p>	<p>Bundoora</p> <ul style="list-style-type: none"> • Equality and Diversity Centre (EDC), Parenting/Special Needs Room, Ground floor Peribolos East. Contact EDC on (03) 9479 2900. • Children’s Centre. Contact (03) 9478 9422 (External) or extension 2122. <p>Bendigo</p> <ul style="list-style-type: none"> • Parenting/Special Needs Room, Student Union floor (Opposite Bookshop). <p>Albury-Wodonga</p> <ul style="list-style-type: none"> • Babies Room/Rest Room, Level 1, John Osborne Building 4, room 4224. <p>If a specific breastfeeding facility has not been established on campus, staff or students should consult their supervisor about using a private room or office for nursing. Refrigeration should be made available for milk or formula storage.</p>
<p>6. Car parking for nursing mothers</p>	<p>Car parking within close proximity to breastfeeding facilities is available on some campuses. Other alternatives may include the use of reserved, departmental or visitors parking bays. Talk to your supervisor and/or the campus parking services to make arrangements if applicable.</p>

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7. Child care facilities	<ul style="list-style-type: none"> • Albury - Wodonga: Kids on Campus • Bendigo: Books and Blocks Childcare (+61 3) 5022 3791 • Melbourne (Bundoora): Children's Centre • Mildura: Child Care Centre, phone (+61 3) 5022 3791.
8. Managerial responsibilities	<p>It is good management practice to keep in touch with staff who are absent on extended leave. This enables the staff member to be kept informed of and consulted about workplace issues. Discuss with the employee how this might happen and if they want this before they go on leave.</p> <p>Managers are required to consider each request for flexible work arrangements individually and seriously. Requests should not be refused without considering all of the circumstances including the impact on the employee, the local workplace and the organisation. It is not sufficient to refuse a request for flexible work arrangements simply because it has not been done before. It is good practice to explore with the staff member other options if the original request is deemed not reasonable following due consideration. Research has demonstrated that the provision of flexible work practices can result in retention of trained staff.</p> <p>Staff should allow alternative or flexible arrangements for students with pregnancy and carer needs as far as possible.</p>
Status	<p>Revised Format. Prior approval Work and Family Policy Council December 2002.</p> <p>The implementation of the latest version of these procedures supersedes all previous versions of these procedures.</p>
Approval Body	<p>Equality, Diversity and Wellbeing Committee</p>
Initiating Body	<p>Manager, Equality and Diversity Centre</p>
Definitions	<p>Not applicable</p>
Date Effective	<p>December 2002</p>
Next Review Date	<p>March 2011</p>
Keywords	<p>Child care, breast feeding, flexible work, parents, maternity leave</p>
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