

## WORK-LIFE BALANCE POLICY

<b>Category</b>	Employment
<b>Policy Owner</b>	Group Director – People and Culture
<b>Last review</b>	August 2024
<b>Next review</b>	August 2027
<b>Approved by</b>	Vice-Chancellor
<b>Effective date</b>	11 December 2024

### 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	<p>Two for Two and a half employment option Four for Five employment option</p> <p>Guidelines - Flexible working arrangements</p> <p>Guidelines – Breastfeeding</p> <p>Hybrid Working Guidelines</p>

<b>AUT Leave provisions to support work/life balance</b>	Annual Leave Parental Leave Bereavement Leave Sickness Leave Domestic Leave Miscellaneous/Special Leave
<b>Employee Assistance Programme</b>	Support for employees dealing with work-related issues
<b>Environmental assistance</b>	Gym, Counselling and medical services

## 5. LEGISLATION AND COMPLIANCE

Employment Relations Act 2000

Health and Safety at Work Act 2015

Parental Leave and Employment Protection Act 1987 Holidays Act 2003

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

## 6. RELATED DOCUMENTS AND PROCEDURES

Academic Promotions Procedures

[Allied Staff Grading and Promotion Procedures](#)

Collective Employment Agreements

## 7. DOCUMENT MANAGEMENT AND CONTROL

Policy Owner:	Group Director - People and Culture
Last review:	August 2024
Next review:	August 2027
Approved by:	Vice Chancellor
Effective date:	11 December 2024