



Family Friendly Policy

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Introduction

Puckapunyal and District Neighbourhood Centre is committed to helping its employees achieve their personal, family and relationship goals. As part of this endeavour, the organisation fosters flexibility in employment arrangements to achieve the optimum balance between work and family responsibilities for all employees.

Purpose

Work flexibility ensures that employees are able to balance work and family commitments while taking into account organisational needs.

Policy

Puckapunyal and District Neighbourhood Centre will mandate best practice employment arrangements in relation to

- Parental/maternity/paternity leave
- Personal/Carer's/Family leave
- Bereavement leave
- Flexible working arrangements (*Where possible, providing it isn't effecting the core running of the business*)

Staff are encouraged to voice their opinions about the availability, accessibility and application of flexible work arrangements in their area.

Managers and Executive Committee should;

- Become knowledgeable about the range of flexibility options available and how to manage them;
- have the practical skills and confidence to lead a team with different working arrangements;
- evaluate the outcomes of the arrangement and look for improvements; and
- Seek appropriate training if lacking in any of the skills necessary to properly administer this program.

Documenting agreed family-friendly provisions enables both Puckapunyal and District Neighbourhood Centre and its employees to have a clear understanding of the available provisions and how they can be accessed.

Responsibilities

It shall be the responsibility of the Executive Committee to ensure that the procedures specified in this policy are implemented appropriately.

Procedures

Procedures and arrangements for parental/maternity/paternity leave, personal/carer's/family leave, bereavement leave, and flexible working arrangements shall be as set out in National Employment Standards contained in the Fair Work Act 2009 (http://www.austlii.edu.au/au/legis/cth/consol_act/fwa2009114) (https://www.fwc.gov.au/documents/legislation/download/FW_Act_vol_1.pdf), as modified by the organisation's provision of additional entitlements in any area.

Documentation of Procedures

Family-friendly workplace provisions will be negotiated with the employee at commencement of the position, and as requested or required thereafter. Any provisions agreed at the outset of employment will be included in the employment agreement, and those agreed later shall be placed on the employee's file.

Family-friendly clauses in individual staffing agreements should contain information on:

- the nature of the provision (e.g. flexible hours of work)
- entitlements under the provision (e.g. a right to apply for flexible hours of work)
- Eligibility criteria (e.g. primary care of a child or children under school age).

As staff and organisational needs change over time family-friendly provisions will be regularly reviewed via in-house supervision to ensure that provisions are consistent with applicable legislation and do not become outdated or irrelevant to the employee or the organisation.