

Mother's Room - Fremantle Hospital

Provides a private location for breastfeeding mothers to express milk, or if arrangements can be made for another caregiver to bring the child into the Hospital, to breastfeed on site. Other hospitals are looking at this initiative.

Family Work Room - Royal Street Division

Assists families in caring for their immediate family or dependants in an emergency, when normal care arrangements have broken down or when, due to non-infectious illness, normal care arrangements cannot be used. Also provide facilities for the expressing of breast milk.

Support for Breastfeeding - Royal St Division

Provides the facility and support to enable female employees to combine breastfeeding with their work by providing lactation breaks and access to breastfeeding resources.

Vacation Care Program

A Child Care Coordinator is employed to assist staff at Hollywood and Sir Charles Gardiner Hospitals to allocate childcare suitable to their needs and to coordinate four school holiday programs per year.

A school vacation care program is available at Royal Perth Hospital for all staff.

Work Life Balance Initiatives

This pamphlet provides a summary of the work, life, balance entitlements that are available to employees in the WA Government Health system.

Health aims to create a work environment that provides flexibility for its employees and enables them to achieve a better balance between work, family and life commitments.

The implementation of flexible work practices supports Health's commitment to diversity and equal employment opportunity. They offer opportunities to improve performance and productivity, and retain and attract skilled workers, through work arrangements that are mutually beneficial for the Health service and its employees.

Flexible work practices require an open, flexible approach to management of staff, which acknowledge and respond to the differing needs of individuals in the workplace.

The types of arrangements available to individuals within the Health system will differ depending on the conditions of their industrial agreement, governing legislation and applicable Health Service Policy and Procedures.

This information in this leaflet is provided as a general guide only to the types of flexible work practices available. To determine if a particular arrangement applies to you, please discuss further with your Manager, Human Resources Department or the Work Life Balance Coordinator.

For more information, visit our web site at:
www.health.wa.gov.au/familyfriendly

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A Guide to your Entitlements

An essential guide to the work, life, balance entitlements

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Subject to the requirements of your position and/or work area and the conditions of your industrial agreement, you may have access to...

Flexible Working Hours

Work flexible hours, whereby start and finish times are flexible to suit both yourself and your work unit.

Flexi-time

Often available for administrative and other office-based staff not working on rosters/shifts. Accrue days/part days off, by working hours over and above your normal working week, and taking the additional hours off at a later time.

Rostered or Accrued Days Off

Rostered or Accrued Days Off (RDOs & ADOs) are usually available to shift workers and rostered staff. Work additional hours and use your accrued credit hours to take days off on a rostered basis (RDOs), or at an agreed time or with annual leave (ADOs).

Compressed Working Week

Work the standard number of hours in a work cycle but compressed into fewer (but longer) days/weeks.

Flexible Employment

Part-time/Job Share

An employee may request to work part-time or share a job with another employee who also wishes to work part-time.

Casual Employment

Provides the employer and employee with the flexibility of short-term employment to meet operational and/or personal requirements. For employees it provides access to additional income on a short-term basis (but usually without paid leave entitlements) and the opportunity to work on their own schedule while maintaining skills and knowledge.

Working from Home

Or 'telecommuting' is a work arrangement in which employees regularly work from home or from a remote site for part of their usual week instead of working in the office.

Flexible Leave

Flexible Annual and Long Service Leave

- Take accrued Annual or Long Service Leave in shorter periods, such as single days or weeks, to allow greater flexibility.
- Take leave at half pay for double the period accrued or double pay for half the period accrued.
- Take annual leave to coincide with family responsibilities such as school holidays or planned family holidays, or take care of a dependent family member.

Short/Emergency Leave

Take short leave under certain circumstances to attend to an emergency situation.

Carers or Family Leave

Take a certain number of your sick/personal leave days per year to care for ill family members.

Parental Leave (paid and unpaid)

Paid and unpaid parental leave or unpaid partner leave is available to eligible employees in relation to the birth or adoption of a child. You may also be eligible to apply for Leave Without Pay following parental leave to extend the period of leave by up to 2 years.

Purchased Leave/Deferred Salary Scheme

Enables eligible employees to purchase additional paid leave or take a paid year off by reducing or 'banking' their salary during the participatory period.

Cashing Out Leave Entitlements

It may be possible, under some conditions, to receive payment in lieu of taking accrued annual or long service leave entitlements.



Within WA Health there are currently many work, life, balance, family friendly workplace initiatives. Where available, these services or facilities assist employees to balance their family and personal commitments with their work responsibilities.

Work Life Balance Survey

An annual work, life, balance survey will be available for all employees to complete to collect information on employees' work and family needs.

Research Project

A 3-year research project in work life balance in WA Health will commence in 2007. This is in partnership with the University of South Australia.

Children's Hospital

Located in the grounds of Princess Margaret Hospital, the centre provides care for a maximum of 47 children. The Centre has a particular focus on providing care for shift-working parents, children with additional needs and families with a child receiving treatment at PMH. Services are available to PMH/KEMH staff as well as staff from other Health services.