

10. Exit interviews - Conduct pre-exit interviews regarding the employee's decision to leave.

Include questions about whether difficulty in maintaining *work life balance* or accessing flexible work options was a contributing factor in their decision to resign. Analyse these data and report it to senior management as evidence in support of implementing flexible work practices. Where possible, offer flexible working arrangements to assist employees to maintain *work life balance* and remain working for WA Health.



For more information visit our website at:
www.health.wa.gov.au/worklifebalance

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Delivering a Healthy WA



Work Life Balance

Ten Essential Management Actions
to Create a Workplace with
Work Life Balance

1. Positive *Work Life Balance* culture
- Treat staff as adults who are balancing their work with family responsibilities and personal commitments. Be positive about creating a workplace that encourages work life balance for all employees. Model work life balance initiatives from the top down.

2. *Work Life Balance* policy - WA Health has a clear policy statement that supports work life balance for all employees. Incorporate this policy into core values statements and corporate plans, and support it with guidelines that outline what the policy means for all employees in your workplace.

3. Promote WA Health as an employer actively supporting *Work Life Balance* - Promote WA Health as an employer who respects and cares about its employees, recognises they may have family responsibilities and other personal commitments, and who provides flexible working arrangements to accommodate demands outside of work.

4. Awareness of entitlements - Increase employees' awareness of their entitlements, the options for flexible working arrangements, and what assistance and services are available to them.

5. *Work Life Balance* survey - Conduct a survey to identify staff needs in balancing their work and non-work responsibilities, their level of awareness of flexible working options, and their perceptions of the suitability of current working arrangements. Incorporate these results into the human resource management and workforce planning.

6. Implement flexible work practices - Provide greater flexibility to all employees, including managers and other senior staff as well as supervisors, to accommodate their non-work commitments. Examples of flexible work practices include flexible working hours or rosters, flexible employment, and flexible leave arrangements. Examples of flexible work practices include flexible working hours schedules, rosters and leave arrangements.



7. Open-mindedness - Demonstrate a commitment to creating a workplace that values *work life balance*. Carefully consider employees' needs and requests, and be willing to try new initiatives that provide greater flexibility.

8. Management accountability - Be accountable for implementing flexible working arrangements, reducing turnover, increasing retention rates, as well as any decisions to refuse employees' requests for flexible working arrangements.

9. Management training - Offer training and development programs for managers on the benefits of creating a workplace which encourages *work life balance*, and how to manage a more flexible workforce.