

## Balancing Work and Lifestyle

Griffith University recognises that many of its staff members have family and community responsibilities and is committed to providing supportive and flexible work options for all staff. It has recently been ranked by independent consultants, Managing Work/Life Balance International among the top ten Australian workplaces (and the top University) for offering staff a good work life-balance.

### WHAT LEAVE IS AVAILABLE AND HOW CAN I USE IT?

Parental Leave	<p>Paid and unpaid leave is available for either parent to take on the role of primary care-giver for a newly born or newly adopted child.</p> <p>26 weeks paid parental leave is available for eligible staff.</p>
Leave for Family, Bereavement, Cultural Obligations & Other Special Circumstances	Up to five extra days paid leave per year is available to deal with exceptional circumstances that may arise.

### APPOINTMENT OPTIONS TO CONSIDER:

Flexible Work Year (formally know as 48/52)	Provides for staff to take leave without pay for an extra 4 weeks annually but spread the salary impact over twelve months. It can be varied to 46/52 or 50/52, or any fraction that is agreed and is in keeping with the spirit of the policy.
Flexible Working Hours Options	<p>Core working hours (i.e. the usual time you start and finish work) may be able to be negotiated to accommodate your individual circumstances. Check with your supervisor to find out your element's spread of working hours.</p> <p>The University policy allows extra time to be worked in a day and counted as credit towards time off later (flexi time). The maximum time that can be accrued at any one time is two days, and the time off is subject to approval from your supervisor. The requirements of your particular role will affect this provision.</p>
Reversible Part-Time Appointment for Care of Dependents	If you need to reduce your working hours temporarily (up to five years) to care for a dependent family member, you may change to a part-time appointment temporarily, with the opportunity to revert to a full-time position guaranteed.
Permanent Part-Time Work	It may be possible to change permanently from a full time to a part-time position. Job sharing may also be a possibility.

Further details are outlined in the certified agreements for [academic](#) and [general](#) staff or contact your [HR Adviser](#) for further assistance and advice.

## WHAT ELSE DOES GRIFFITH OFFER?

- Permits for parking in Special Zones (which are conveniently located close to buildings) available to pregnant and/or breast feeding women. Contact the [parking](#) hotline on 55500 to make arrangements.
- Social, recreational and sports facilities which offer discounts to staff and students including salary packing options for annual membership at Griffith University [gyms](#).
- Special corporate [health plan](#) through MBF and Teachers Health Union brochures available from HR Connect.
- [Medical services](#) on the Nathan and Gold Coast campuses including free annual staff Flu vaccinations.
- Free, confidential short term [counselling](#) for staff with Griffith's own counsellors, or with nominated external counsellors.
- Discounts on [Queensland Conservatorium events](#) and free access to the [DELL Gallery](#) at South Bank.
- Flexible remuneration which can be provided by way of [salary packaging](#). It is possible for eligible staff members to "sacrifice" part of their cash salary in return for "benefits" such as contribution to superannuation, the lease of a motor vehicle, parking permits, annual gym membership on campus and more.

## CHILDCARE PROGRAM AND REFERRAL SERVICES:

- Two long-day care facilities are available on the Nathan campus, taking children from birth to school age. They operate 7:30am – 6:00pm Monday to Friday. [Family Day Care](#) offers quality child care for children from birth to high school age in a family home setting, offering flexible hours of care seven days a week.
- An after school care service is available from 3:00pm to 5:45pm school days with a bus service to transport children from local primary schools to the after-school care centre.
- A holiday care program for primary school aged children is available and operates from the after school care centre.
- There are baby change facilities located in the toilets under the Central Theatres at the Nathan campus. Baby change facilities are also available at the Gold Coast campus in the disability toilet at the Koala Café, in the sports centre recreation hall and first aid room at Mt Gravatt Campus, and in the disability toilets at QCGU and at Logan.
- A security bus travels around the Nathan campus going close to the child care centres if parents would like to have lunch with their children or for new mothers who would like to feed babies.
- Free access to the [API National Child Care Referral Service](#), who can research the availability of child care to suit your individual needs anywhere in Australia. Simply dial free call 1800 628 480 or (07) 3005 666 for the latest information.

