



BIRMINGHAM CITY UNIVERSITY ACADEMIES TRUST

WORK-LIFE BALANCE POLICY

1. Introduction

The Trust recognises that a flexible approach to work-life balance is a positive step which reinforces our commitment to support the health and well-being of our employees. The Trust operates a range of policies which are reviewed regularly to help employees balance their responsibilities at work and at home. This Policy summarises the main work-life balance practices which are available.

2. Work-Life Balance Practices

2.1 Flexible Working

The Trust will consider requests for flexible working from all members of staff in accordance with the 'Requesting Flexible Working' Policy. In all cases the genuine needs of the individual will be considered along with the operational and business needs of the Trust. A wide range of options are available to employees to improve the balance between their lives at home and their lives at work, subject to operational requirements. Examples of flexible working include, but are not limited to, the following:

Part-Time Hours: A reduction in your contract hours to less than 37 per week.

Job Share: Reducing your contract hours, for example, to 2.5 days per week, and sharing the role with another person being appointed to work the corresponding 2.5 days of the week.

Flexible Working Hours: Changing your working patterns, for example, start and finish times.

Compressed Working Week: Working the same number of contract hours over fewer days of the week, provided that adequate rest breaks are maintained in accordance with statutory requirements.

Term-Time Only: Working during term times only.

Owner of Policy	Human Resources
Legislation Status (Statutory / Non-Statutory)	Non-Statutory
Date Ratified and Version Number	01.07.2013 V1
Date to be reviewed	September 2016

2.2 Leave Provision

The Trust supports a range of different types of leave which support a healthy work-life balance. These include the following:

Annual Leave 32 days annual leave plus 8 bank holiday days (standard entitlement, but refer to contract of employment for the individual entitlement). Entitlement is pro rata for part time posts.

**Occupational
Maternity Leave** As specified in your current terms and conditions;

**Occupational
Adoption
Leave** As specified in your current terms and conditions;

**Compassionate
Leave:** For bereavement or severe domestic difficulty such as the severe or life-threatening illness of a dependent. The amount of paid time granted is at the line manager's discretion, on the grounds that the line manager is more likely to understand individual circumstances which may not be best served by a defined entitlement.

Parental Leave A statutory entitlement to unpaid leave for parents who meet the qualifying criteria.

**Emergency
Dependent
Care
Leave** Emergency unpaid time off to care for a dependant, on a short-term basis only.

Unpaid Leave Will be considered on an individual basis for staff who wish to take periods of unpaid leave to enable them to manage situations in their personal life.

Paid Leave Granted at the discretion of the Trust to enable paid leave in very exceptional circumstances where other forms of leave are not appropriate.

3. The Working Environment

Work Life Balance is also concerned with improving the working environment and supporting employees by offering benefits that enable them to work by supporting their personal needs. The Trust offers a range of benefits to support personal needs which include the following:

Childcare Vouchers:	Employees can access the Childcare Voucher Scheme and benefit from tax free childcare in accordance with the statutory limits.
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Occupational Health Services:	The Trust uses an external, independent Occupational Health Service to provide advice to the Trust for members of staff experiencing health difficulties, as appropriate.
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For further information or assistance with regards to flexible working and work life balance please contact your line manager or the Human Resources Department.