

Ideas for Action in your Workplace on Work Life Balance Day

Networking

Contact Congress for a copy of the Work Life Balance Toolkit.

Contact IBEC for guidelines and information on work life balance policies.

Contact the Equality Authority for details of resources available to assist organisations. Alternatively, full details of the scheme to support organisations in developing and implementing work life balance arrangements for their staff can be found on www.equality.ie and www.worklifebalance.ie

Contact other organisations who have put in place work life balance arrangements and develop an exchange of information on work life balance.

The National Framework Committee for Work Life Balance Policies would welcome information on your initiative to mark the day.

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Initiatives

Undertake surveys of the level of interest in various work life balance arrangements in your organisation.

Establish a work-place working group comprising management and trade union/employee representatives to consider the introduction of any or all of the following arrangements:

- flexible working
- special leave
- e-working
- compressed hours
- ways to facilitate childcare responsibilities (further information available on www.adm.ie)

Monitor uptake of existing arrangements.

Ask staff what barriers exist for them when it comes to availing of such arrangements.

Ask staff who are availing of work life balance arrangements if these are adequate or require adaptation.

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Information Events

Inform your workplace about Work Life Balance Day by:

- setting up a dedicated 'phone line for the day,
- distributing the Work Life Balance Day leaflet and poster,
- establishing a dedicated web-page on your website or intranet,
- making a request to your CEO to issue an e-mail notifying all staff of Work Life Balance Day.

Organise a question and answer session on work life balance for employees and managers.

Include in-house case studies in your organisation's newsletter.

Organise a work life balance exhibition, talk or workshop in your work-place featuring issues such as health, childcare, education, stress, pensions, care of older people and nutrition.

Provide a suggestion box for employees.

For further information contact:

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www.worklifebalance.ie



BALANCE brings
everything to life

WORK LIFE BALANCE DAY
Friday 29th February 2008

Work Life Balance Day 2008 Friday 29th February is Work Life Balance Day.

This day, which has been marked annually since 2001, was initiated by the National Framework Committee for Work Life Balance Policies to stimulate and support organisations to take action to mark the day and to enhance work life balance for their employees into the future.

Putting in place a range of flexible working arrangements which help workers to combine employment with other responsibilities and choices in their lives can assist in the achievement of work life balance.

Work life balance is good:

- for business in that it enhances recruitment and retention of workers and builds work-place morale and productivity;
- for workers in that it assists them to start, stay in, or re-enter employment while dealing with other responsibilities or availing of other opportunities in their lives;
- for work-place equality in that it supports the presence and participation in the work-place of a diversity of workers from across the grounds of gender, marital status, family status, age, disability, sexual orientation, race, religion and membership of the Traveller community.

Work Life Balance Day provides an opportunity to assess and further develop work life balance working arrangements within your organisation. The National Framework Committee hopes that employers, employees and trade unions in organisations around the country will mark the day with:

- information events on work life balance,
- work-place initiatives to support work life balance,
- networking activities to find out more about work life balance.

Resources

Information Booklet

The National Framework Committee for Work Life Balance Policies has published an information booklet on work life balance. The booklet sets out steps that can be taken for a planned and systematic approach to work life balance at enterprise level. It also sets out a wide variety of work life balance working arrangements that can be used by enterprises. The booklet can be obtained from the Equality Authority or downloaded from www.worklifebalance.ie

Work Life Balance Website

www.worklifebalance.ie is the website established and maintained by the National Framework Committee for Work Life Balance Policies. It hosts basic information on flexible working arrangements, research in the area of work life balance, resources in relation to work life balance, case studies of work life balance and other work life balance initiatives.

Work Life Balance – Congress Toolkit

This toolkit provides support to trade unions in negotiating and developing work life balance initiatives at enterprise level. It provides information on the background, rationale and principles underlying work life balance policies, on definitions, on challenges and on statutory entitlements. It also provides a practical guide for introducing work life balance policies under the headings: Getting Started, Assessing Needs, Model Agreement, Mainstreaming, Networking and Resources. The toolkit can be obtained from ICTU (contact details at end of leaflet).

IBEC Family-Friendly/Work Life Balance Guidelines

IBEC's Family Friendly/Work Life Balance Guidelines introduce companies to some of the issues involved in the introduction of work life balance policies. The guide outlines all of the options and introduces a step-by-step employee needs analysis which can help a company choose the correct work life balance policy for its workplace. The Guidelines can be downloaded from www.worklifebalance.ie

Support for a Planned and Systematic Approach to Work Life Balance

Panel of Consultants

The National Framework Committee for Work Life Balance Policies has established a Panel of Consultants to support organisations, including small and medium sized enterprises, in developing and implementing a planned and systematic approach to work life balance. Under the scheme an experienced consultant can be made available to work with the enterprise. The support provided covers:

- advice on developing a work life balance policy or enhancing existing policies;
- advice on implementing work life balance arrangements on a partnership basis; and / or
- training for management and employees in designing and operating such arrangements.

The Committee will consider proposals to fund up to 5 days consultancy from the panel of consultants selected by the committee.

Applications must be made through the Panel of Consultants listed on the following page. Further information on the scheme can be obtained from a consultant of your choice from that Panel or from the Equality Authority (contact details at end of leaflet).

Contact Details of the Panel of Consultants formed under the National Framework Committee for Work-Life Balance Policies

Ms Fredericka S. Sheppard,
71 Trees Road, Mount Merrion,
Co Dublin.
Tel. (01) 288 8323
E-Mail: Fredericka@odcs.ie

Polaris HR Ltd, 60 Main Street,
Applewood Village, Swords,
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Tel. (01) 890 4849
E-Mail: Polarishr@polaris.com

Adare Human Resource
Management, Suite 124, The Capel
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E-Mail: info@adarehrm.ie

Tiger Consulting, Ballinacreg,
Oranmore, Co Galway.
Tel. (091) 739 560
E-Mail: info@tigerconsulting.ie

Mr Christy O'Driscoll, O'Driscoll &
Associates, Training & Consultancy,
37 Elm Mount Court, Beaumont,
Dublin 9.
Tel. (01) 831 7217
E-Mail: odriscollts@eircom.net

Ms Ann Flaherty, Senior
Consultant, Thrive HR Consultancy,
2 Castle Terrace, Malahide,
Co Dublin.
Tel. (01) 845 6015
E-Mail: ann@thrive.ie

Mr Andrew Forrest Pierce,
Business Advisor, Collane HR
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Tel. (049) 4371500
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Goldblatt McGuigan, Alfred House,
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Mr Donal Molloy, HR Consult,
26 Dewberry, Mount Oval Village,
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Mr Kenneth Buchholtz, Campbell
International, Human Resource
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The National Framework Committee for Work Life Balance Policies

The National Framework Committee for Work Life Balance Policies is a social partnership committee, originally established under the Programme for Prosperity and Fairness. It has, with the support of all the Social Partners, continued to operate under all subsequent national agreements – the current one being – Towards 2016. Its remit is to stimulate and support the development of work life balance arrangements at enterprise level. The Committee is chaired by the Department of Enterprise, Trade and Employment and includes as members Congress, IBEC, the Equality Authority, the Department of an Taoiseach, the Department of Finance, the Department of Justice, Equality and Law Reform and the Department of Social and Family Affairs.

For further information contact:

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Irish Congress of Trade Unions

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IBEC

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Committee Secretariat

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