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|------------------------|----------------------------------|
| Title                  | What is Work Life Balance (WLB)? |
| Reference              | HRP015                           |
| Version                | 1.0                              |
| Date                   | January 2008                     |
| Author                 | HR                               |
| Approved by            | HRC                              |
| Impact assessment date | 5 February 2008                  |
| Classification         | UNCLASSIFIED                     |
| Revision date          | January 2009                     |

| Version | Date     | Description  |
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| 1.0     |          | Inherited policy updated for HEFCW   |
| 2.0     | Feb 2008 | Policy updated with style guide, OD, IS control table and equality impact assessment |

Work-life balance (WLB) is about individuals having a measure of control over when, where and how they work. It is achieved when an individual's right to a fulfilled life inside and outside paid work is accepted and respected as the norm, to the mutual benefit of the individual, organisation and society.

In order for HEFCW to support employees having a work-life balance, HEFCW has a number of policies and procedures in place to aid this:

- absence;
- adoptive leave;
- annual leave;
- career break;
- childcare voucher scheme;
- flexible working patterns;
- flexible working hours including flexi timesheet completion notes;
- foster leave;
- health and learning;
- home working;
- maternity leave;
- parental leave;
- paternity leave;
- purchase of additional annual leave;
- special leave.

Please refer to the Intranet for further information, or contact HR.