

Work Life Balance Policy

Responsibility for Policy:	Executive Director of Human Resources
Relevant to:	All LJMU Staff
Approved by:	SMT November 2015
Responsibility for Document Review:	Executive Director of Human Resources
Date introduced:	November 2015
Date(s) modified:	April 2016, May 2018, September 2020
Next Review Date:	July 2021

RELEVANT DOCUMENTS

- Children and Families Act 2014
- Shared Parental Leave Regulations 2014 (SI 2014/3050)
- Statutory Shared Parental Pay (General) Regulations 2014 (SI 2014/3051)
- Maternity and Adoption Leave (Curtailed of Statutory Rights to Leave) Regulations 2014 (SI 2014/3052)
- Draft Statutory Maternity Pay and Statutory Adoption Pay (Curtailed) Regulations 2014

RELATED POLICIES & DOCUMENTS

- Managers guidance on the Right to Share Parental Leave: parents with babies due on or after 5 April 2015
- Maternity Policy
- Adoption Policy
- Paternity Policy
- Staff Handbook
- Flexible working Policy
- Working From Home Policy
- Time off for dependents policy.
- Childcare vouchers scheme information document.
- Part Time working policy.
- Job Share Policy.
- General Data Protection Regulation (2016/679 EU)



Work Life Balance Statement

Liverpool John Moores University (LJMU) recognises that employees have differing demands on their time and energies at home as well as at work. This statement draws together those policies, procedures and initiatives that aim to assist staff in achieving a healthy balance between their home and work lives.

The University will continue to seek to improve and review its provisions to ensure continued compliance with legislation and aim to develop and maintain best practice whilst ensuring continuing operational viability. Current initiatives operating in the University include:

- Flexible working
- Flexi-time
- Part time working (& job share)
- Term time and semester only working
- Annualised hours
- Zero Hours
- Occasional working from home
- Purchase of additional annual leave
- Enhanced maternity leave, paternity leave and adoption leave
- Enhanced Shared Parental Leave
- Ordinary Parental leave
- Childcare Vouchers
- Special leave
- Time off for dependants
- Career breaks
- Occupational Health Unit and Counselling service and helpline
- Access to LJMU Benefits Plus
- Access to Lifestyles gyms

In developing its various initiatives, policies, procedures and guidance to meet the needs of both the University and its employees, the University values employees for their contribution to the operational needs of the organisation, not for their working pattern. It is the responsibility of all managers to discourage a long hour's culture and to encourage all staff to maintain a healthy balance between work and home life. This should be considered in conjunction with the Equality & Diversity

Policy to ensure that equality of employment, advancement and development is available to all and depends only on ability, qualifications and aptitude for the work. There may be a belief held by some that policies and initiatives developed with the aim of helping employees achieve an acceptable work life balance are for women with children/caring responsibilities or only for those employees in lower grade jobs. The University, however, supports Work Life balance for all its employees and managers must ensure that initiatives are available to all, business requirements permitting, and that there are no detrimental effects on the career and development opportunities for those choosing to utilise any of the work life initiatives.

For further information of how any of the work life initiatives could work for you or your department please contact your Business Partner or refer to the relevant policy or guidance on the Human Resources website.

Work Life Balance is an intrinsic element of the University's Health & Wellbeing Framework that is currently being developed. Details of which can be found on the Human Resources website.

Data Protection:

Employers can be subject to significant fines under the General Data Protection Regulation (GDPR) for failure to follow the data protection principles and data breach requirements. Organisations may also be subject to direct claims for compensation by individuals who have suffered damage as a result of a breach of the GDPR.