

## **Better Work-Life Balance Survey - Employees**

### **What is this survey?**

The **Better Work-Life Balance Survey** contains questions about your organisation's work-life balance policies and your personal experiences using these policies. The purpose of the survey is to give an indication of how your organisation's 'work-life balance' policies assist employees in balancing their work and life responsibilities and it will also provide an indication of how your organisation's policies could be improved. 'Work-life balance' policies are any policies which help you meet the needs of your 'work life' and your 'personal life' effectively. As you complete the survey feel free to make any comments at the end of each section.

### **How long will it take?**

The survey usually takes around 10 minutes to complete. Remember though, it is important to take as long as you need and please complete it during work time.

### **What will happen to my answers?**

Your individual responses are CONFIDENTIAL. The information collected will be aggregated and reported in a way that is intended not to identify any individual. Survey participation is voluntary. We are interested in your opinion and current knowledge of your organisation's work-life balance policies which means there are no right or wrong answers. Survey information will be collated and presented in a generalised format for research and reporting purposes to inform and help improve the quality of work-life balance policies and practices that are available to you and your colleagues.

If you have any concerns about this survey, please contact **[Insert contact details survey coordinator]**:



THE UNIVERSITY OF QUEENSLAND



**Queensland  
Government**  
Department of  
Industrial Relations

Policies in Your Organisation – Leave Arrangements

<p>For each statement below please circle a number to indicate whether your organisation has that policy <b>AND</b> a number to indicate your feelings about the importance of that policy.</p>	<p>Does your organisation have this policy? (please circle a number against each statement)</p>			<p>How important is this policy to you personally? (please circle a number against each statement)</p>				
	<p>Don't know</p>	<p>No</p>	<p>Yes</p>	<p>Very Unimportant</p>	<p>Unimportant</p>	<p>Don't know</p>	<p>Important</p>	<p>Very Important</p>
<p>1. <b>Carers leave</b> (e.g. allows employees to take time off to care for and support a sick family or household member)</p>	1	2	3	1	2	3	4	5
<p>2. <b>Opportunity for leave if care arrangements for children or other dependants break down</b> (e.g. if day-care mother gets sick the employee is allowed to take leave to care for his/her child)</p>	1	2	3	1	2	3	4	5
<p>3. <b>Study/training leave</b> (allows employees to take time off for study or training)</p>	1	2	3	1	2	3	4	5
<p>4. <b>Career breaks</b> (e.g. allows employees to negotiate a fixed period of up to several years away from work to undertake study, while keeping a job at the end of the term)</p>	1	2	3	1	2	3	4	5
<p>5. <b>Cultural/religious leave</b> (allows employees to take time off for cultural/religious reasons; public holidays excluded)</p>	1	2	3	1	2	3	4	5
<p>6. <b>48/52 pay averaging for purchasing additional annual leave</b> (allows employees to take extra leave each year by pay averaging so that an employee has more leave but is paid at a corresponding lower amount of pay across the year)</p>	1	2	3	1	2	3	4	5
<p>7. <b>Bereavement leave</b> (e.g. allows employees to take a minimum leave of 2 days after the death of a family or household member)</p>	1	2	3	1	2	3	4	5
<p>8. <b>Pooling of leave entitlements</b> (e.g. ability to pool all leave entitlements (i.e. sick leave, carer's leave etc.) giving employees a larger number of days if they need it for family reasons)</p>	1	2	3	1	2	3	4	5

Other Comments:

Policies in Your Organisation (con't) – Parenting and Pregnancy Policies

<p>For each statement below please circle a number to indicate whether your organisation has that policy <b>AND</b> a number to indicate your feelings about the importance of that policy.</p>	<p><b>Does your organisation have this policy?</b> (please circle a number against each statement)</p>			<p><b>How important is this policy to you personally?</b> (please circle a number against each statement)</p>				
	<p>Don't know</p>	<p>No</p>	<p>Yes</p>	<p>Very Unimportant</p>	<p>Unimportant</p>	<p>Don't know</p>	<p>Important</p>	<p>Very Important</p>
<p>9. <b>Unpaid maternity/paternity and adoption leave</b></p>	1	2	3	1	2	3	4	5
<p>10. <b>Paid maternity leave</b></p>	1	2	3	1	2	3	4	5
<p>11. <b>Paid paternity leave</b></p>	1	2	3	1	2	3	4	5
<p>12. <b>Paid adoption leave</b></p>	1	2	3	1	2	3	4	5
<p>13. <b>Opportunity to return to the same job after maternity/paternity and adoption leave</b></p>	1	2	3	1	2	3	4	5
<p>14. <b>Safety at work during pregnancy</b> (e.g. changing the work of a pregnant worker to avoid long periods of standing or lifting heavy objects)</p>	1	2	3	1	2	3	4	5
<p>15. <b>Pre-natal leave</b> (e.g. time for pregnant women or their partners to attend medical appointments during working hours, either using additional leave or sick leave)</p>	1	2	3	1	2	3	4	5
<p>16. <b>Staggered return to work after pregnancy</b> (allows employees to negotiate a temporary reduction in hours of work when they return to work)</p>	1	2	3	1	2	3	4	5
<p>17. <b>Private expressing/breastfeeding room</b> (space at work offering privacy for an employee to breastfeed and providing refrigeration facilities)</p>	1	2	3	1	2	3	4	5
<p>18. <b>Lactation breaks</b> (time off to express milk or breastfeed babies if needed)</p>	1	2	3	1	2	3	4	5
<p>19. <b>A carers room or bringing children to work in emergencies</b> (e.g. provision of a safe location where staff can carry out their regular work duties while caring for dependents until other arrangements can be made)</p>	1	2	3	1	2	3	4	5
<p>20. <b>Employer assistance with childcare</b> (e.g. employers paying for or reserving places in an existing or on-site child care centre)</p>	1	2	3	1	2	3	4	5

**Other Comments:**

Policies in Your Organisation (con't) – Flexible Work Arrangements

For each statement below please circle a number to indicate whether your organisation has that policy <b>AND</b> a number to indicate your feelings about the importance of that policy.	Does your organisation have this policy? (please circle a number against each statement)			How important is this policy to you personally? (please circle a number against each statement)				
	Don't know	No	Yes	Very Unimportant	Unimportant	Don't know	Important	Very Important
21. <b>Job sharing</b> (two or more people share one full-time job)	1	2	3	1	2	3	4	5
22. <b>Telecommuting</b> (e.g. where an employee can work from home or outside of the central workplace using his/her own or the organisation's equipment)	1	2	3	1	2	3	4	5
23. <b>Cap on overtime</b> (a limit on the number of hours overtime that can be worked)	1	2	3	1	2	3	4	5
24. <b>Opportunity to negotiate part-time work for full-time employees</b> (e.g. allows employees to work part-time if a family situation changes dramatically)	1	2	3	1	2	3	4	5
25. <b>Time off in lieu, rostered days off</b> (allows employees to take time off for overtime they worked, instead of payment)	1	2	3	1	2	3	4	5
26. <b>Self-rostering and/or staggered start and finish times</b> (picking your own start and finish times and/or days as long as you work an agreed number of hours)	1	2	3	1	2	3	4	5
27. <b>Gradual retirement</b> (allows employees to gradually reduce the number of working hours or duties over an extended period of time, up to several years, prior to retirement)	1	2	3	1	2	3	4	5

**Other Comments:**

Policies in Your Organisation (con't) – Additional Work Provisions

<p>For each statement below please circle a number to indicate whether your organisation has that policy <b>AND</b> a number to indicate your feelings about the importance of that policy.</p>	<p>Does your organisation have this policy? (please circle a number against each statement)</p>			<p>How important is this policy to you personally? (please circle a number against each statement)</p>				
	Don't know	No	Yes	Very Unimportant	Unimportant	Don't know	Important	Very Important
28. <b>Telephone for personal use</b> (e.g. allowing employees to contact family members if needed)	1	2	3	1	2	3	4	5
29. <b>Counselling services for employees</b> (the organisation pays for counselling services for employees experiencing, among other things, work/family stress)	1	2	3	1	2	3	4	5
30. <b>Referral services for employees' personal needs</b> (the organisation provides a referral service – a telephone service that you can use for assistance with personal matters)	1	2	3	1	2	3	4	5
31. <b>Health programs</b> (e.g. Quit Smoking programs, flu vaccinations on site, Dietary Advice programs)	1	2	3	1	2	3	4	5
32. <b>Parenting or family support program</b> (the organisation provides a formal educational program on parenting)	1	2	3	1	2	3	4	5
33. <b>Exercise facilities</b> (the organisation provides on site or subsidises exercise facilities/gym membership)	1	2	3	1	2	3	4	5
34. <b>Relocation or placement assistance</b> (where an employee has to move for work purposes, the organisation helps the whole family adapt to the new environment)	1	2	3	1	2	3	4	5
35. <b>Equal access to promotion, training and development</b> (Providing equal access to promotion, training and development by providing encouragement and assistance to those employees with family responsibilities)	1	2	3	1	2	3	4	5

**Other Comments:**

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## Formality of Policies

<b>Please read each statement below and circle a number, either 1 (Don't Know), 2 (No) or 3 (Yes), to indicate your level of agreement with each statement (circle one number only for each statement).</b>	<b>Don't know</b>	<b>No</b>	<b>Yes</b>
36. Does this organisation have written copies of their 'work-life balance' policies?	1	2	3
37. Have you seen or been given a copy of this organisation's 'work-life balance' policies?	1	2	3
38. Is it easy to understand when and how these 'work-life balance' policies can be used by employees?	1	2	3

## Your experiences at the organisation

<b>Please read each statement below and circle a number from 1 'Strongly Disagree' to 5 'Strongly Agree' to indicate your level of agreement with each statement (please circle one number only for each statement).</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Uncertain</b>	<b>Agree</b>	<b>Strongly Agree</b>
39. All levels of management apply the 'work-life balance' policies in the same way	1	2	3	4	5
40. All employees are treated the same way when using this organisation's 'work-life balance' policies	1	2	3	4	5
41. This organisation gives male and female employees the same level of access to 'work-life balance' policies	1	2	3	4	5
42. This organisation treats part-time and full-time employees similarly	1	2	3	4	5
43. In this organisation it is frowned upon by management to take leave for family related matters	1	2	3	4	5
44. The management of this organisation seem to put their job ahead of their family and personal life	1	2	3	4	5
45. Employees are encouraged to use 'work-life balance' policies at this organisation	1	2	3	4	5
46. This organisation encourages the involvement of employees' family members in work celebrations	1	2	3	4	5
47. This organisation has social functions at times suitable for families	1	2	3	4	5
48. In this organisation, employees can combine career and family	1	2	3	4	5
49. The management of this organisation is accommodating of family-related needs	1	2	3	4	5
50. In this organisation, it is acceptable to talk about one's family or personal life at work	1	2	3	4	5

<p>Please read each statement below and circle a number from 1 'Strongly Disagree' to 5 'Strongly Agree' to indicate your level of agreement with each statement (please circle one number only for each statement).</p>	Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree
51. To turn down a promotion or transfer for family-related reasons is like the 'kiss of death'	1	2	3	4	5
52. Many employees here resent people who take time off for family reasons (e.g. maternity leave)	1	2	3	4	5
53. In order to get 'noticed' in this organisation, employees must constantly put work ahead of their family or personal life	1	2	3	4	5
54. Employees are often expected to take work home at night or on weekends	1	2	3	4	5
55. Employees are expected to put their jobs before their family or personal life	1	2	3	4	5
56. To get ahead employees are expected to work more than 50 hours a week	1	2	3	4	5
57. In practice, it is made difficult by this organisation to use the 'work-life-balance' policies	1	2	3	4	5
58. When trying to balance work and family responsibilities, it is easier to work things out among colleagues than to get management involved	1	2	3	4	5
59. This organisation is serious about equal opportunity and anti-discrimination	1	2	3	4	5

<p><b>Other Comments:</b></p>

**Thank you for your participation**