

Ever feel that work has taken over your personal life OR that your personal life is making work difficult?

This is an opportunity to HAVE YOUR SAY about 'work-life balance' policies and practices - what you know about them at the moment, how they may assist you, and how they could be improved.

We would like to ask you to complete the **Better Work-Life Balance Survey**, which has been developed by the Queensland Department of Industrial Relations in collaboration with the University of Queensland. The survey contains questions about work-life balance policies and your personal experiences using these policies. 'Work-life balance' policies are policies that help you meet the needs of your 'work life' and your 'personal life' effectively.

Although survey participation is voluntary, we strongly encourage you to complete it.

How long will it take?

The survey takes around 10 minutes to complete, however, it is important for you to take as long as you need. Please complete it during work time.

What will happen to my answers?

Your individual responses are CONFIDENTIAL and will be reported in a way that can not identify you. The information will be entered into a secure database and will only be used for the purpose for which it is collected.

Remember there are no right or wrong answers - this is about your current knowledge and opinion of 'work-life balance' policies and practices in the organisation. Survey information will be used to help us improve the quality of work-life balance policies and practices that are available to you and your colleagues.

What do I need to do?

Please complete the attached survey and return it to **[Insert location/person where surveys are collected]**

If you have any queries please contact **[Insert contact details of person handling the survey in your organisation]**.

Thank you for your participation.