

All you need to know about work life balance

This fact sheet has been created to inform job seekers and current employees about the benefits of working with Main Roads.

What is work life balance?

Main Roads recognises that a balance between work and personal responsibilities and interests produces a happier, more effective workforce so it has a range of flexible work practices for employees.

Flexible work practices benefit all permanent, part-time and temporary public service employees, especially those with family and dependant responsibilities, mature-age workers, and people with disabilities.

There are four primary entitlements that employees' have access to, to achieve a work life balance. Each of these entitlements can be tailored to your personal circumstance and you should discuss these, and other options, with your team leader to ensure you can adopt the best combination of entitlements.

What are my entitlements as an employee?

Entitlement	Benefits
<p><u>Flexible work hours</u></p> <p>Employees employed under the Queensland Public Service Award work a 36 ¼ hour week.</p> <p>Employees can accrue up to an extra 40 hours each work cycle which can be taken as time off as part of whole days.</p> <p>Subject to consultation with their supervisor, employees may commence and cease ordinary hours of work between 6am and 6pm.</p> <p>NOTE : Whilst flexible working hours are available to employees employed under the <i>Queensland Public Service Award – State 2003</i>, they do not apply to those employed under other awards (such as Senior Officers, Officers of the Senior Executive Service, contractors or casuals).</p> <p>In some cases, field employees employed under the Public Service Award may be required to work a 38-hour week, however they do not have access to flexible working arrangements (as defined in the Main Roads' policy).</p>	<ul style="list-style-type: none">→ You can work at times when your motivation and energy levels are at their peak, which will keep your job satisfaction levels.→ You can meet dependant care responsibilities, and combine work with other interests.→ Other commitments can be scheduled around the start and finish of your working day.→ If you stay late to complete an urgent task, you can take the time off later.
<p><u>Part-time work</u></p> <p>Part-time work is work that involves less than the full-time hours for the job.</p> <p>Part-time employees are entitled to similar participation and promotional opportunities as full-time employees, including opportunities to relieve at higher levels and gain access to development opportunities.</p>	<ul style="list-style-type: none">→ Part-time work can facilitate your re-entry into the workforce if you have had a career break.→ It is a good way to continue earning a regular wage, while giving you time for other activities you want.→ You will be able to maintain and improve your skills to develop your career.→ It will provide an opportunity to phase in your retirement.

<p><u>Job sharing</u></p> <p>This is an arrangement in which two or more people share one full-time job, each working part-time on a regular, ongoing basis.</p> <p>Job sharing can be adapted to a variety of circumstances because arrangements are individually designed to suit the needs of the organisation, the job sharers and the nature of the job.</p>	<ul style="list-style-type: none">→ It is a good way to continue earning a regular wage while giving you time for other activities you want.→ You will gain a sense of satisfaction that comes with working in a full-time job, albeit in a part-time capacity.→ You are provided the possibility of a partnership where one's skills and abilities are complemented by those of the other job sharer→ Many people who job share love having the opportunity to discuss work and share both the ups and downs of a job. It can be more satisfying than working part-time on your own and provides mutual support and encouragement on the job.
<p><u>Telecommuting</u></p> <p>Telecommuting allows employees to work from home or outside of the central workplace using Main Roads' equipment.</p> <p>An employee must work a regular period of time with a limit of two days per week at a home based worksite and three full days at a Main Roads' office.</p>	<ul style="list-style-type: none">→ You are provided greater autonomy, responsibility and control.→ Telecommuting provides an opportunity to arrange your work time to accommodate you if you have special needs.→ You may work better with fewer distractions in a home office environment.→ There may be taxation benefits if you are using a home office.

How do I find out more?

You can:

- visit our careers website at www.thinkdifferent.qld.gov.au
- email us via yourcareer@mainroads.qld.gov.au