

# FAMILY FRIENDLY POLICY



## Scope

This policy is an approved policy of the South Australian Little Athletics Association Inc. Affiliated members of the association are required to adhere to this policy and are encouraged to adopt this at Centre level for the benefit of all members of the association.

## Introduction

The South Australian Little Athletics Association is committed to helping its employees achieve their personal, family and relationship goals. As part of this endeavour, the organisation fosters flexibility in employment arrangements to achieve the optimum balance between work and family responsibilities for all employees.

## Purpose

Work flexibilities ensure that employees are able to balance work and family commitments while taking into account organisational needs.

## Policy

The South Australian Little Athletics Association will mandate best practice employment arrangements in relation to

- Parental/maternity/paternity leave
- Personal/Carer's/Family leave
- Bereavement leave
- Flexible working arrangements

Staff are encouraged to voice their opinions about the availability, accessibility and application of flexible work arrangements in their area.

Managers should

- become role models for flexibility, where possible accessing flexible work arrangements themselves;
- become knowledgeable about the range of flexibility options available and how to manage them;
- have the practical skills and confidence to lead a team with different working arrangements;
- track the career progression of staff who are working flexibly to ensure they have access to all training and other benefits and to ensure that they suffer no discrimination in opportunities for promotion;
- evaluate the outcomes of the arrangement and look for improvements
- Seek appropriate training if lacking in any of the skills necessary to properly administer this program.

Documenting agreed family-friendly provisions enables both the South Australian Little Athletics Association and its employees to have a clear understanding of the available provisions and how they can be accessed.

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## Authorisation

<Signature of the Chief Executive Officer> \_\_\_\_\_

<Date of approval by the Board> \_\_\_\_\_

## For Further information on this document, please contact:

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