



## 1. Purpose

At Wolters Kluwer we believe that by nurturing a workplace culture that supports flexibility we will create a diverse, skilled and motivated workforce capable of delivering quality products and efficient services to our business community.

## 2. Application

This policy applies to all permanent employees, whether full-time or part-time of Wolters Kluwer, contractors and visitors.

This policy does not form part of any employee's contract of employment and Wolters Kluwer reserves the right, in its absolute discretion, to supplement, change, amend or remove this Policy at any time.

## 3. Definition

Balancing work and life at Wolters Kluwer refers to a suite of practical options to assist Wolters Kluwer employees to balance their work and family/other commitments in a successful and sustainable way.

### Wolters Kluwer Commitment

Wolters Kluwer demonstrates its commitment to allowing employees to balance their work, life and family needs by providing flexible work options.

All employees are eligible to apply for flexible work options, including employees who have caring responsibilities for children who are under school age, or children under 18 who have a disability.

Your suitability for flexible work options will depend on the:

- nature of the work performed in your current role;
- staffing requirements of your department;
- amount of hardship imposed; and,
- legislative requirements of the options available.

## 4. Employee Responsibility

As an employee you are responsible for identifying and bringing to the attention of your line manager, any changes that you would like to request to your current work arrangements resulting from commitments outside of work.

### Flexible work options

Flexible work options could include:

- part time work;
- job sharing;
- leave for family, cultural or religious needs;
- flexible work hours/days;
- leave without pay; and,
- working from home

You will need to formally request in writing directly to your line manager an Alteration to Current Working Arrangements for the following flexible work options:

- part time work;
- job sharing;
- flexible work hours/days; and,
- working from home.

Your line manager will then consider the feasibility of your application and may consult the Human Resources Department and GSS Department in terms of infrastructure and IT support required.

You should receive a response from your line manager within 21 days of your application. A new employment contract will be issued to you should your application be successful.

Should your application be unsuccessful, your line manager is required to provide you with specific details as to why your application is unsuccessful. He/she may also discuss alternative arrangements with you.

For all other flexible work options you will be required to submit a leave form to your line manager. These options include:

- leave for family, cultural and religious needs;
- part time work;
- career break;
- pressing personal or domestic leave; and,
- leave without pay.

## 5. Revisions

Date of Last Review:	Revision Description