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24/11/2004 LP:- Work Life Balance Day 1 March 2005

To all Personnel Officers

Work Life Balance Day 1 March 2005

I am writing to inform you that the next Work Life Balance Day will take place on 1st March 2005 and to request you to consider what you might do to mark the day.

Marking Work Life Balance Day 2005

The National Framework Committee for Work Life Balance (WLB) policies will be preparing leaflets and an advertising campaign to highlight the day. This Unit is requesting you to consider how to mark the day in your organisation. Some suggestions are set out below.

1. Put WLB Day and the operation of WLB generally on the agenda for discussion at Departmental Partnership Committee.
2. Ensure that the Department of Finance WLB leaflet is distributed to all staff, either electronically or in hard copy.
3. Look at the Framework Committee WLB website www.worklifebalance.ie for other suggestions.
4. Events that could take place on the day: seminar, 'coffee morning' or lunch time talk; making HR staff available specifically to answer WLB queries.
5. For WLB Day 2004, Departments and Offices were requested to look particularly at areas in their organisations where (a) there may be a low uptake of Work Life Balance arrangements and/or (b) working long hours may be a regular practice. Departmental management were also requested to take steps to ensure that appropriate arrangements are in place to deal with any extra workload that arises, without placing an undue burden on staff. An update on these issues could be discussed at DPC.

Leaflet summarising WLB schemes in the Civil Service

The leaflet summarising the WLB schemes in the Civil Service will be updated and issued in electronic format to all Departments and Offices. The leaflet will also be available on the Department of Finance website www.finance.gov.ie. Hard copies of the leaflet will also be issued – please email john.powell@finance.gov.ie with the number you require.

Please note that the relevant Circulars and letters to Personnel Officers can be accessed on the Personnel Code at www.codpearsanra.gov.ie

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Civil Service Equality Unit
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