

## FLEXIBLE WORK PRACTICES POLICY

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Ramsay Health Care is committed to the promotion of a work-life balance for all employees and seeks to provide effective programs and policies which assist to optimise the health, well being and work-life balance goals for all staff. This commitment is in accordance with the philosophy of the Ramsay Way.

Ramsay Health Care is also committed to being a family-friendly employer of choice and values the contribution made by staff to the successful performance of the organisation.

Ramsay Health Care recognises that employees come from different backgrounds and often have different needs at various stages throughout their employment (eg. they may be parents of young children, students, carers for elderly parents, have cultural celebrations that differ to gazetted public holidays or be part of our 50+ workforce).

Employees may seek to balance their work and outside interests or responsibilities (eg. family, study, community involvement) by utilising flexible work practices. We understand that individual needs will vary over time and we are therefore committed to offering flexibility to all employees and reasonably accommodating employees' needs for flexibility, subject also to meeting the operational needs of the business.

Ramsay Health Care has the following programs and options in place, as part of our commitment to flexible work practices:

### Flexible working hours

- Casual work
- Part time work
- Changed hours
- Rostering by request (self rostering)

### Flexible work locations

- Working across more than one hospital
- Transfer & secondment opportunities within the Ramsay group of hospitals
- Working remotely from home or elsewhere

### Flexible employment arrangements

- Job sharing
- Bankable hours and time in lieu

### Flexible Leave provisions

- Flexible Leave program allowing purchase of additional leave
- Options for "cashing out" leave \*
- Double leave at half pay OR half leave at double pay \*  
(\* only where provided for in relevant industrial instrument)
- Study Leave
- Professional Development Leave
- Community Service Leave
- Leave Without Pay
- Paid Parental Leave

Applications for flexible work arrangements should be made in writing to the relevant manager using the processes set out in the **Ramsay Flexible Work Guidelines** and will be considered according to role suitability and the operational needs of the business.

*Version control:*

<i>Version number</i>	<i>Date</i>	<i>Created/Amended by</i>	<i>Approved by</i>	<i>Reason/Change</i>
V.1.	July 2011	Group HR	Ramsay Executive Committee	Original
V.2.	September 2011	Group HR	Group HR	Review & Update