

# Table of contents



<b>INTRODUCTION</b> .....	6
---------------------------	---

<b>I. TIME FOR A CHANGE</b> .....	9
-----------------------------------	---

The more people enjoy working for you the more reasons to worry for your competitors .....	10
Partnership with the employees .....	12
Work-life balance support in company culture .....	13
Transparent and available information for all .....	15
Family-friendly provisions in companies .....	17
Flexibility is a necessity these days .....	18

<b>II. WORK-LIFE BALANCE PROVISIONS</b> .....	21
---	----

Supporting care for children and other family members .....	22
Time to work. ....	36
Place of work .....	50
Management of parental leave. ....	53
Targeted support of fathers in their role as parents .....	57
Exceptional circumstances leave and openness towards needs of employees .....	63

<b>III. INTRODUCING FAMILY-FRIENDLY PROVISIONS INTO REAL LIFE</b>	<b>71</b>
1. Preparation phase and business case	72
2. Data and arguments	73
3. Management support and coalition for change	75
4. What we already have done, what has to be done and how to define priorities	78
5. What do we get at what costs	80
6. Communication, expectations and documentation	82
7. Support and training of line managers	84
8. Trial operation and its evaluation	86
9. Application of results and support of further changes	86
10. Presentation of examples	87

<b>IV. DECIDING ON FLEXIBLE WORKING HOURS AND THE REAL LIFE EXAMPLE</b>	<b>89</b>
1. Defining features of working positions apt for flexible working arrangements	91
2. Existing experience and potential obstacles	92
3. Decision making about flexible work time	94
4. Example – internal regulation on flexible working hours	98

<b>V. HOW CAN GENDER AUDIT BE USEFUL</b>	<b>101</b>
What does gender audit have in common with work-life balancing?	102
Gender audit is not a mere audit	103
Application of gender audit results	104
Gender audit process	104
How can you distinguish a good quality audit?	105
Equality plan	106





## VI. INSPIRATION FROM ABROAD – EXAMPLES OF GOOD

<b>BUSINESS PRACTICE</b> .....	107
Examples from Sweden.....	108
Examples from Germany.....	112
Examples from Austria .....	114
Examples from Poland.....	115



## **PROJECT, FUNDING, PARTNERS**..... 117

About the project .....	118
Project funding .....	119
Partner organizations .....	120



## **SOURCES AND WEBSITES**..... 129

Sources.....	130
Websites.....	136