

## Work-life balance and support for the families – policies, measures and best practices

University: Charles University, Prague, Czech Republic

<b>Work-life balance policy, measures/tools</b>	<b>Description</b>
<b>Organisational support</b> (e.g. family friendly hours of formal meetings, flexible working arrangements, friendly time-schedules, reduction of teaching and administrative duties, support to research projects/administrative duties)	Most faculties provide flexible working arrangements (home office, flexible working hours) and family friendly hours of formal meetings. However, there are no formal rules for meeting arrangements etc. According to the university's policy, the university supports returns from parental leaves by the possibility of working shorter hours.
<b>Infrastructure</b> (e.g. nursery, kindergarten, co-working space work'n'kid, day-care points, accommodation for family members in dormitory)	4 faculties provide kindergarten and other 4 have children's corners (as a special room/space dedicated to children with appropriate equipment but without a dedicated person to watch over the children), most faculties have at least day-care points (changing tables, small corners with toys etc.). University will release a minimum standard of infrastructure for parents that should be followed by all faculties (this measure is included in GEP).
<b>Financial support</b> (e.g. allowances for family members, subsidies/co-financing of recreation/holidays for family members, subsidies/co-financing of child care, care for elderly or disabled family members, scientific internships and visits - covering/co-financing the stay for family members)	Co-financing of child care is provided by some faculties, but we are working on new measure to provide it across the whole institution. Family members can use recreational facilities of the university for the same price as employees (with discount). There are (day) summer camps for employees' children organised by the university or its faculties.
Taking into account caring responsibilities in the <b>assessment of scientific achievements</b>	Maternal or parental leave has to be taken into account as well as working not full-time.  The Framework Principles of Career Growth says: "The principle of equal opportunities, or rather the principle of creating equal opportunities, should be applied to the greatest possible extent.", "The period of employment in the positions presumes uninterrupted full-time employment and may be longer in cases of long-term incapacity to work, maternity or paternity leave, or other special cases." and "The evaluation for the given period must reflect the workload (working hours), any long-term incapacity to work, maternity or paternity leave, care for a family member, stay abroad, sabbatical, and other relevant circumstances."

<b>Grants and competitions</b> for researchers who are young parents	
<b>Research</b> on the situation/needs of those who have caring obligations	In 2023 there will be research on the situation of those who have caring obligations (in April 2023, we are in preparatory phase of the research).
<b>Indicators and data collection</b> (e.g. statistics on childcare social allowances for parents and their children – by sex, numbers of staff by sex applying for/taking different kinds of childcare leave, for how long and how many returned after taking the leave, number of absence days taken by women and men and according to absence motive, career progression after a break related to childcare)	We have data about childcare leave in our payroll data. However, these objective data are not analysed in any way. Only during the gender audit in 2021, we run a survey through our staff to find out how these are perceived. The data was collected, separated by different categories and analysed, for example how many hours they spend working, with family and caring for household, whether they work full-time or shorter hours, whether they think of promotion/managerial positions in coming years etc.
<b>Psychological, legal support</b>	University provides counselling services (at faculties or also centrally in Centrum Carolina). There is also legal counselling free of charge for all students and employees of CU.
<b>Training and workshops</b> related to work-life balance	According to possibilities and offers for all employees of CU.
<b>Events for family</b> (e.g. summer camps, picnics, meetings)	Some faculties organise summer camps (only daily) and Children's Days. Employees can use discounts for various cultural events also for their family members, CU organises Christmas trips for employees which family members can join too.
<b>Information and promotion</b> on work-life balance policy and measures (e.g. publications, campaigns, compilation of information on parenthood and work-life balance, compilation of good practices)	There is an informal cooperation with one of the authors of the university journal who covers these topics regularly and also involves them in various articles and interviews. She also gives trainings on communication for university staff where she covers the topic.  In 2021, there was a university one-day conference Women in Science which was mainly focused on career-personal life balance. There were top female researchers from our university and also other Czech institutions and they discussed their stories and general measures that can help improve the environment.
<b>Establishing office, appointing person(s)</b> in charge of work-life balance and support for the families	Since 2022, there is a position of coordinator of equal opportunities agenda at CU, who is in charge of implementation of GEP (which includes measures supporting parents). Students who are parents have a contact

**Z komentářem [TS1]:** Adél, to asi budeš vědět nejlíp ty

**Z komentářem [TS2]:** tohle je trochu širší než zadání možná, ale podle mě důležité - Adél, případně smaž

	<p>person in Centrum Carolina, who can provide them with information service. Moreover, the Board for Equal Opportunities was established in 2022. It is an advisory body to the Rectoress herself and there are members sent from the faculties. It provides feedback on this agenda incl. the implementation of GEP and WLB issues.</p>
Other	<p>Students caring for children were offered to borrow a modem and internet free of charge for the duration of the online lesson.</p> <p>Students who are parents have special measures related to the maximum duration of study – if they apply for it, their maternal/paternal leave doesn't count into the maximum duration of study. Therefore, they can interrupt their study for much longer than students interrupting from other reasons.</p>