

Handout

Workplace Flexibilities: What's Available and How to Ask for It

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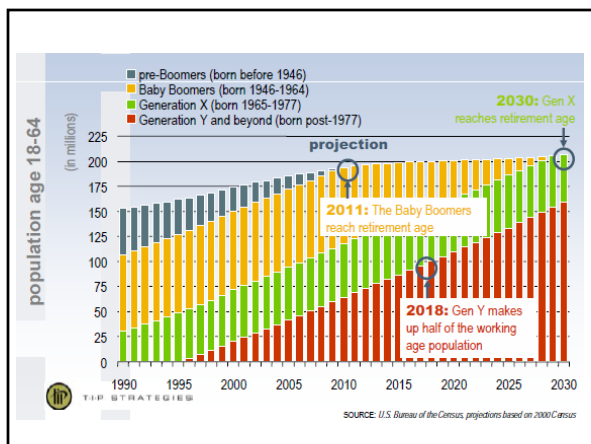


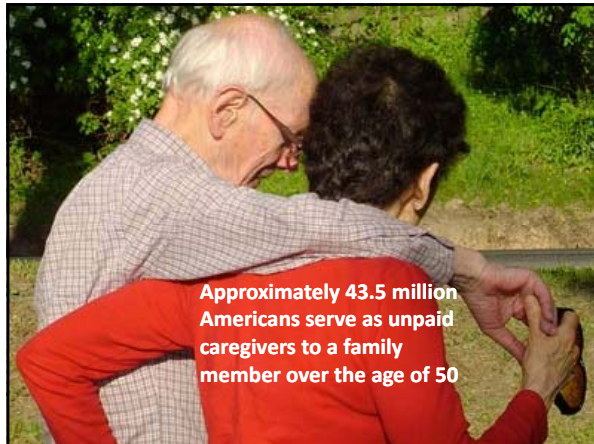
Workplace Flexibilities

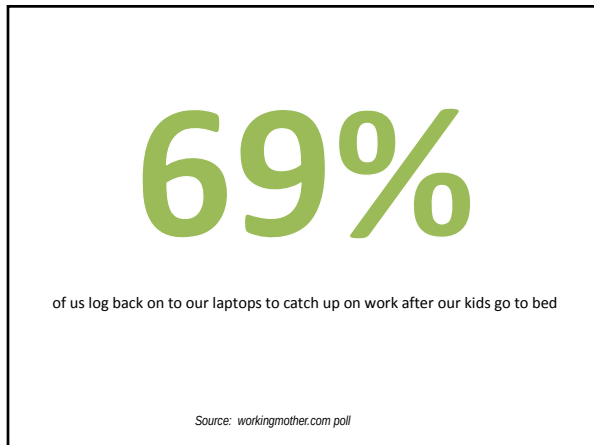
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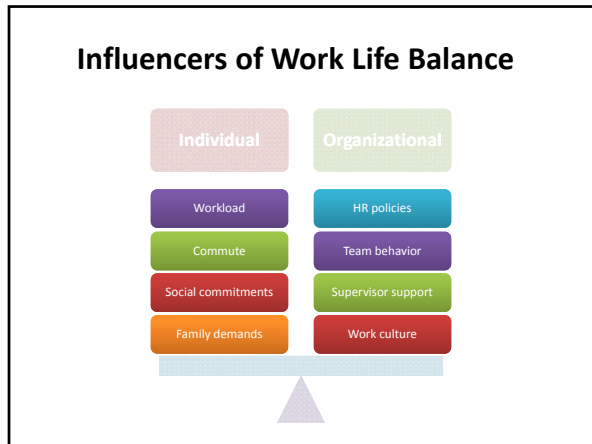
















Work Schedule Flexibilities



Telework



Alternative
Work Schedules

Leave Programs



Family and Medical Leave Act
(FMLA)



Military Family Leave



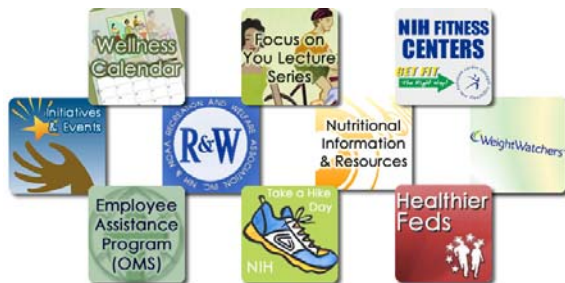
Voluntary Leave Transfer
Program



Leave Bank

11

Health and Wellness Programs





**How do you
start the
conversation?**

Define what you want

Telework?

Schedule Change?

**Extended absence to care for
an ill family member?**

Design it as an experiment

**Include a trial period and
establish protocols**

Ask for Team input and support

Peers and direct reports will be impacted.

You need everyone's support for the new arrangement to be successful.

Highlight the benefits for the organization

Increased productivity

Employee/Knowledge Retention

5

Tips to balance your Work Life for Best of Both worlds.

1 Prioritize the Time in hand

Usually we fail to plan and work according to the priority, wasting valuable time. Be ruthless when you determine urgency of the job.

2 Learn how to say 'NO'

The recognition of self is the greatest when it comes to saying NO to a particular thing or person.



3 Organization of Tasks

Properly organized tasks brings more productivity in the business.



4 Don't strive for perfection

We can't strive for perfection in each walk of life; it will lead us to discouragement and stress.



5 Quality matters more than quantity

The time spent with family needs to be quality time, rather than working on the laptop on vacations with family, it is better to take short trips and be with our loved ones.



References

Leave and Work Schedules

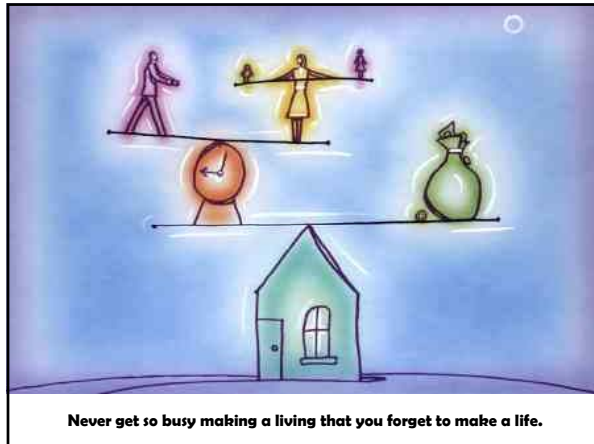
<http://hr.od.nih.gov/benefits/leave/default.htm>

Telework

<http://hr.od.nih.gov/workingatnih/telework/default.htm>

Child Care /Parenting Resources

<http://does.ors.od.nih.gov/childcare/index.htm>



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