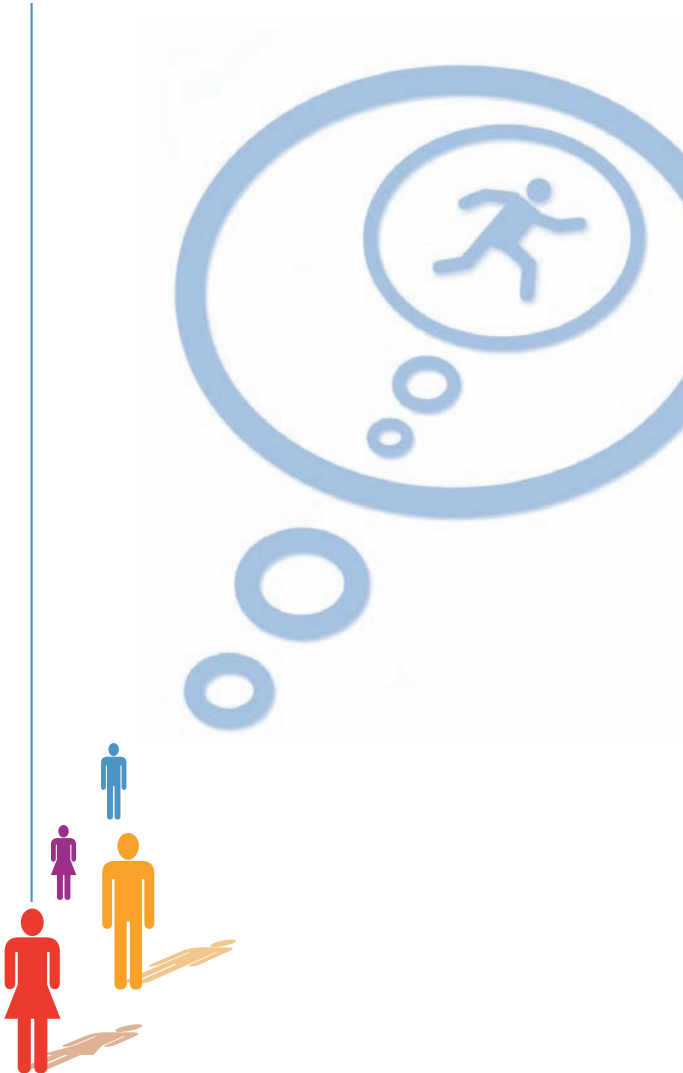




# Work / Life Balance



*Work-life balance means different things to different people and different things at different stages of life. However, any definition for anyone must include the problems of lack of time and exhaustion. Research indicates that failure to achieve the correct balance of effort and rest is linked to a feeling of lack of control over your workload, plus lack of energy to fulfil personal goals and commitments. If the balance is wrong, the result may include fatigue, poor performance and a poor quality of life.*

*Source: The Work-Life Balance Trust*

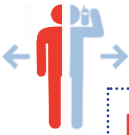
The Bank offers a range of flexible working arrangements to help staff achieve work/life balance. If you are thinking about work/life balance then you might want to consider if the following options would suit your circumstances and your job. Check your eligibility and discuss the option with your colleagues.



## Parental leave

Parental leave is a right for parents to take time off work to look after a young child or make arrangements for the child's welfare. Parents can use it to spend more time with children and strike a better balance between their work and family commitments. This right is also open to staff who adopt children.

- Staff member is eligible only after one year's continuous service in the Bank.
- Staff can take from one to six months of leave all at once or month-by-month after having a child and up until the child's 5th birthday, or within five years of adoption.
- Prior approval by hierarchy is required.
- Parental leave is a right and cannot be refused but may be postponed by up to six months in agreement with the directorate.
- Staff receive half their salary for the first month and a fixed allocation for subsequent months.



## Part-time work

For staff who would like to work part-time, priorities other than work can assume more importance. Part-time workers reduce their working week for various reasons including attending to family (children and the elderly); pursuing personal hobbies; voluntary work; studying; and many others. Staff wishing to work part-time may benefit from this policy if their directorate gives its approval, or they may apply for a part-time vacant post.

- May work 20 or 30 hours on a daily, weekly, monthly or yearly basis.
- Need approval by hierarchy.
- Authorisation to work part-time must be requested at least every two years.



## Family Leave

Staff may take leave for the serious illness or incapacity of immediate family on the provision of a medical certificate.

- Immediate family defined as spouse, registered non-marital partner, parent or child.
- Every staff member has a right to Family Leave, which cannot be refused or postponed.
- Eligible after one year's continuous service in the Bank.
- Duration: minimum of one month and a total of nine months over the entire career of the staff member. Must be taken in blocks of at least one month. Must be taken on a full-time basis.



## Teleworking

Individual staff members may be authorised to carry out part of their activities from home on a regular basis over time. Either the staff member or the Bank may propose teleworking, and it can be accepted or refused by the other party. Staff members do not have an automatic right to telework.

- Staff may work from home for a maximum of 2 days per week
- Need prior approval by hierarchy.



## Unpaid leave

The Bank recognises that staff may at some point wish to take a break from their career to address other priorities. The authorisation may be for personal or professional reasons. Staff remain bound by the EIB's Staff Regulations (see Article 31) throughout their leave and must obtain the prior permission of the Bank if they wish to take up professional activities during their leave.

- The staff member is eligible after at least three years' continuous service in the Bank (maternity leave, parental leave and family leave count as continuous Bank service).
- Duration: one month minimum and three years maximum, beginning on 1st of the month, an extension may be requested in writing at least three months before the end date.
- Unpaid Leave is not a right, consultation with the directorate is required. The Director of HR is responsible for authorising or refusing Unpaid Leave requests.
- Reintegration into staff member's post for leave of six months or less.

As well as the above, the Bank also provides for:



### **Time off to care for sick children**

In the case of a sick child and on presentation of a medical certificate staff may take time off to look after the child. Time off is also authorised if a staff member is called by the crèche or school to fetch a sick child. The first day of the certified period is credited in full and the rest of the time 50%.



### **Flexi-time**

Staff may take up to a maximum of 4 half days a month (which can be taken any day during the working week without being able to use 2 half days on the same day) providing the normal functioning of work is assured.



### **Crèche facilities**

The EIB has its own crèche where you can enrol your pre-school children. There is a lot of demand for places and staff are invited to give as much notice as possible if they need a place.





**European  
Investment  
Bank**

## **Work / Life Balance**

### **Human Resources Department**

100, boulevard Konrad Adenauer  
L-2950 Luxembourg

☎ (+352) 43 79 1

✉ (+352) 43 77 04

[www.eib.org](http://www.eib.org) - ✉ [RH/ADMInfoDesk@eib.org](mailto:RH/ADMInfoDesk@eib.org)

