



# **Work-Life Balance Measures**

## **Report 2022**

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## Abbreviations

|             |   |
|-------------|---|
| <b>MAFA</b> | Ministry for Agriculture, Fisheries, and Animal Rights              |
| <b>MPWP</b> | Ministry for Public Works and Planning                              |
| <b>MEFL</b> | Ministry for the Economy, European Funds and Lands                  |
| <b>MFE</b>  | Ministry for Finance and Employment                                 |
| <b>MFET</b> | Ministry for Foreign and European Affairs and Trade                 |
| <b>MEYR</b> | Ministry for Education, Sports, Youth, Research and Innovation      |
| <b>MEEE</b> | Ministry for the Environment, Energy and Enterprise                 |
| <b>MFH</b>  | Ministry for Health   |
| <b>MFJ</b>  | Ministry for Justice  |
| <b>MGOZ</b> | Ministry for Gozo   |
| <b>MHAL</b> | Ministry for the National Heritage, Arts and Local Government       |
| <b>MHSR</b> | Ministry for Home Affairs, Security, Reforms and Equality           |
| <b>MIVC</b> | Ministry for Inclusion, Voluntary Organisations and Consumer Rights |
| <b>MFAA</b> | Ministry for Active Ageing  |
| <b>MSPC</b> | Ministry for Social Policy and Children's Rights                    |
| <b>MFT</b>  | Ministry for Tourism and Consumer Protection                        |
| <b>OPM</b>  | Office of the Prime Minister  |
| <b>OPR</b>  | Office of the President   |

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## 1. Introduction

The Public Service, as the lead employer is committed to promote the welfare of employees. In this regard, the Public Service is at the forefront in providing a number of measures that foster work-life balance. A workplace offering work-life balance also contributes towards talent retention whilst attracting potential employees.

In line with the Public Service's commitment towards work-life balance, the year under review saw the introduction of new work-life balance measures with a view to provide a better quality living to employees. These measures include ten (10) working days paid Parent Leave on the birth/adoption of a child; two (2) months paid Parental Leave from the total of the twelve (12) months entitlement; as well as the introduction of Carer's Leave. The latter entitles five (5) working days to public employees to provide personal care or support to a relative, or to a person who lives in the same household and who is in need of care or support for medical reasons.

This report evaluates the take-up of work-life balance measures in the Malta Public Service in 2022 and compares it to the previous year's trends. By analysing this report, one can identify which measures match the current needs of public officers, as well as exploring further other possible alternatives and opportunities.

This report is divided into four main sections. Highlights from each section are provided below:

- i. Work-life balance Measures Utilisation: Overall
- ii. Work-life balance Measures Utilisation: Scale
- iii. Work-life balance Measures Utilisation: Gender
- iv. Work-life balance Measures Utilisation: Ministry

Details on the measures outlined in this report may be found in the [Manual on Work-Life Balance Measures](#).

## 2. Utilisation by Type of Measure

This table below depicts the difference in utilisation of all work-life balance measures between 2021 and 2022:

|   | 2021 | 2022        | Difference |
|---|------|-------------|------------|
| Marriage / Civil Union Leave (WLBM Manual Section 1.1)  | 382  | <b>329</b>  | -13.87%    |
| Maternity Leave (first 14 weeks) (WLBM Manual Section 1.3)  | 689  | <b>570</b>  | -17.27%    |
| Maternity Leave (additional 4 weeks) (WLBM Manual Section 1.3)  | 302  | <b>320</b>  | 5.96%      |
| Parent Leave (WLBM Manual Section 1.4)  | 127  | <b>133</b>  | 4.72%      |
| Leave for Medically Assisted Procreation (I.V.F. Leave) (WLBM Manual Section 1.5)   | 30   | <b>43</b>   | 43.33%     |
| Adoption Leave (WLBM Manual Section 1.6)  | 11   | <b>23</b>   | 109.09%    |
| Leave to Accompany Spouse/Partner in a Civil Union on Government-sponsored Courses or Assignments (WLBM Manual Section 2.1) | 5    | <b>13</b>   | 160.00%    |
| Parental Leave - Applicable to Parents, Legal Guardians and Foster Carers (WLBM Manual Section 2.2)                         | 505  | <b>458</b>  | -9.31%     |
| Carers' Leave (WLBM Manual Section 2.3)   | -    | <b>6</b>    | -          |
| Career Break (WLBM Manual Section 2.3)  | 203  | <b>179</b>  | -11.82%    |
| Responsibility Leave (WLBM Manual Section 2.4)  | 43   | <b>33</b>   | -23.26%    |
| Leave for A Special Reason (WLBM Manual Section 2.5)  | 118  | <b>209</b>  | 77.12%     |
| Work on Reduced Hours   | 1193 | <b>1146</b> | -3.94%     |
| Teleworking (WLBM Manual Section 3.2)   | 2176 | <b>1566</b> | -28.03%    |
| Flexi-Time (WLBM Manual Section 3.3)  | 1544 | <b>1689</b> | 9.39%      |
| Remote Working (WLBM Manual Section 4)  | 184  | <b>1485</b> | 707.07%    |

From the table above, it can be determined that the most utilized Work-Life Balance Measure is Remote Working, which had a significant increase (707.07%) in usage, when compared to 2021. On the other hand, teleworking decreased (-28.03%). The decrease in the utilisation of teleworking may be attributed to the fact that according to the policy in place during the period under review, Teleworking had to be phased out by 3<sup>rd</sup> April 2022.

There was a notable increase in the utilisation of Leave for a Special Reason (77.12%), and a slight decrease in Parental Leave (-9.31%). Maternity Leave (first 14 weeks) decreased (-17.27%) however, requests for the Additional 4 Weeks increased slightly (5.96%).



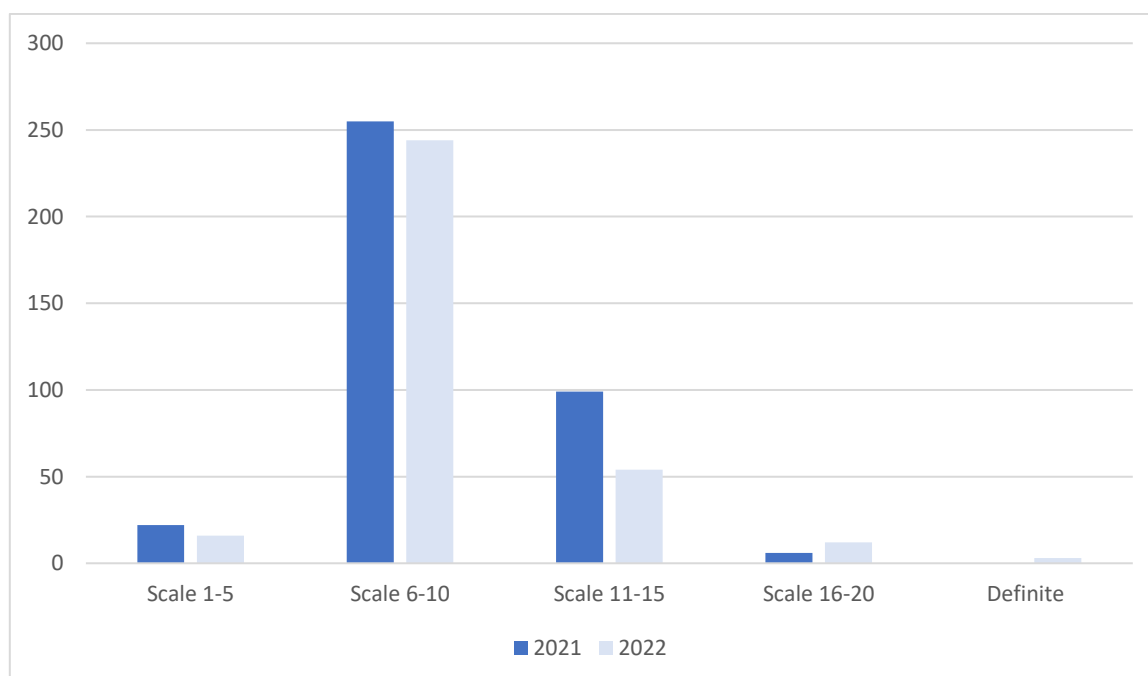
### 3. Utilisation by Scale

This Section illustrates the take-up of work-life balance measure by salary scales, namely:

- Top Management (Scale 1 – 5)
- Middle Management & Professional (Scale 6 – 10)
- Administrative / Executive / Clerical (Scale 11 – 15)
- Supervisory / Technical / Industrial (Scale 16 – 20)
- Definite Contract (Scale 1 – 20)

#### 3.1 Marriage/ Civil Union Leave

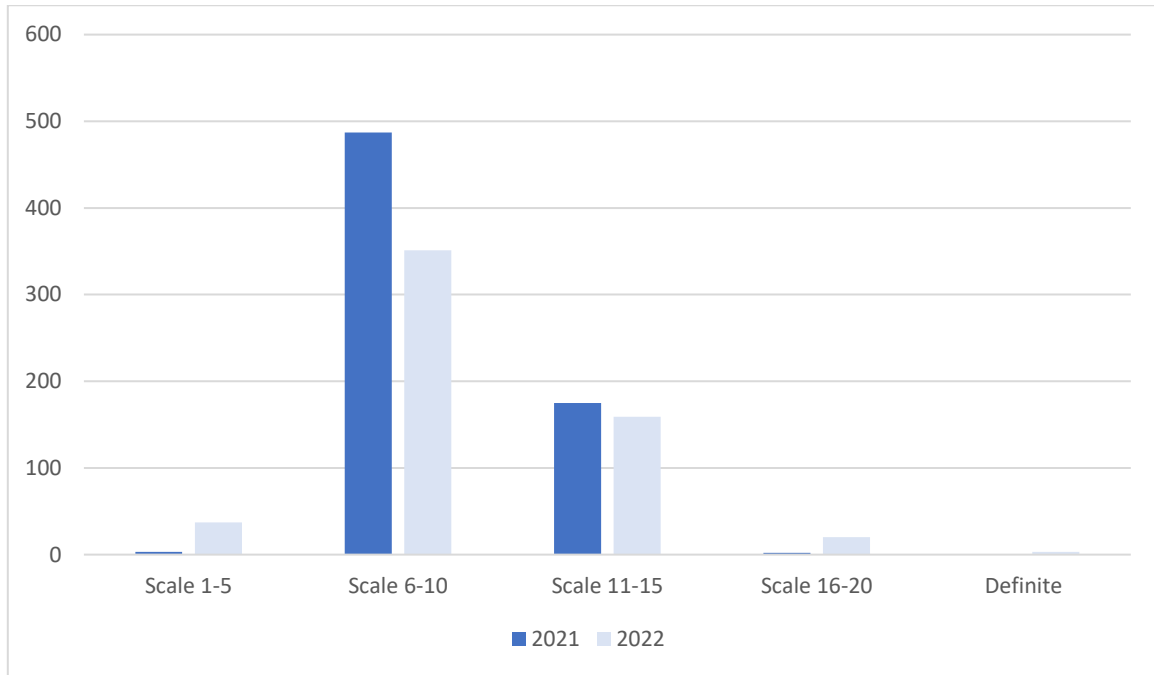
(WLB Manual - Section 1.1)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| -27.27%   | -4.31%     | -45.45%     | 100%        | 0%       |

There was a decrease in the utilization of marriage/civil union leave in Scales 1-5 (-27.27%), Scales 6-10 (-4.31%) and Scales 11-15 (-45.45%), however there was an increase in Scales 16-20 (100%).

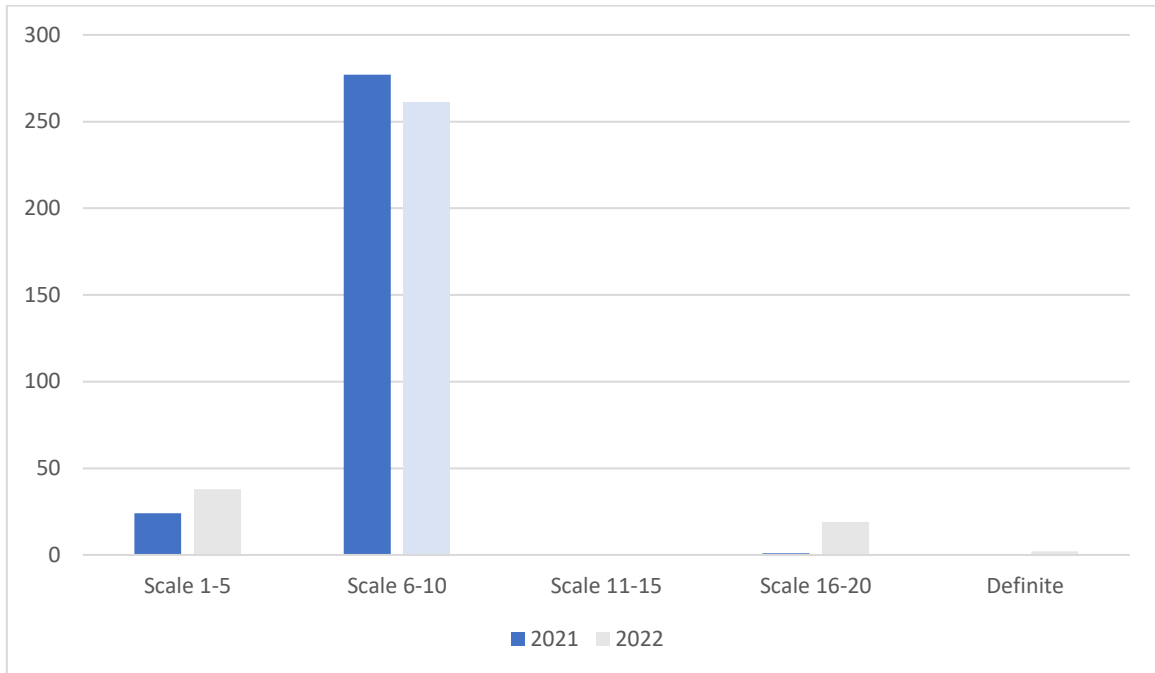
### 3.2 Maternity Leave – First 14 Weeks (WLBM Manual - Section 1.3)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 48%       | -27.93     | -9.14       | 900%        | 0%       |

Whilst a decrease in the utilisation of Maternity Leave (first 14 Weeks) was observed in the Scale 6-10 category, the latter availed the most of this measure.

### 3.3 Maternity Leave – Additional 4 Weeks (WLBM Manual - Section 1.3)

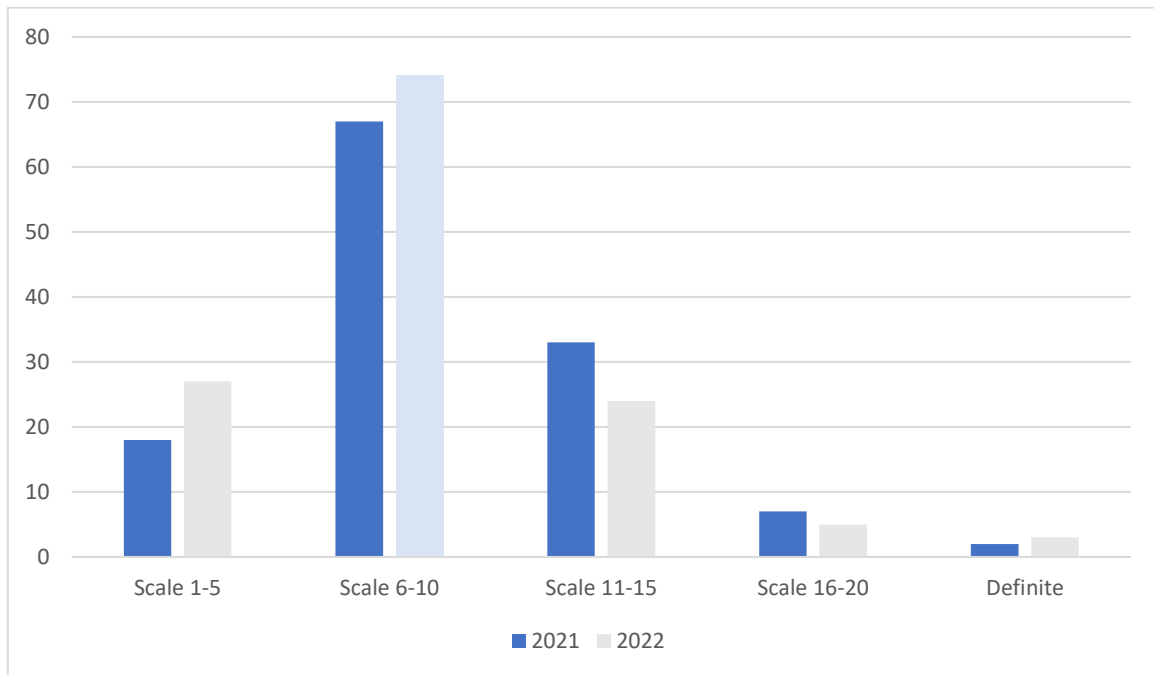


| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 58.33%    | -5.78%     | 0%          | 1800%       | 0%       |

As in the previous measure, this measure was mostly utilised by officers in Scale 6 – 10 notwithstanding a slight decrease of -5.78%.

### 3.4 Parent Leave

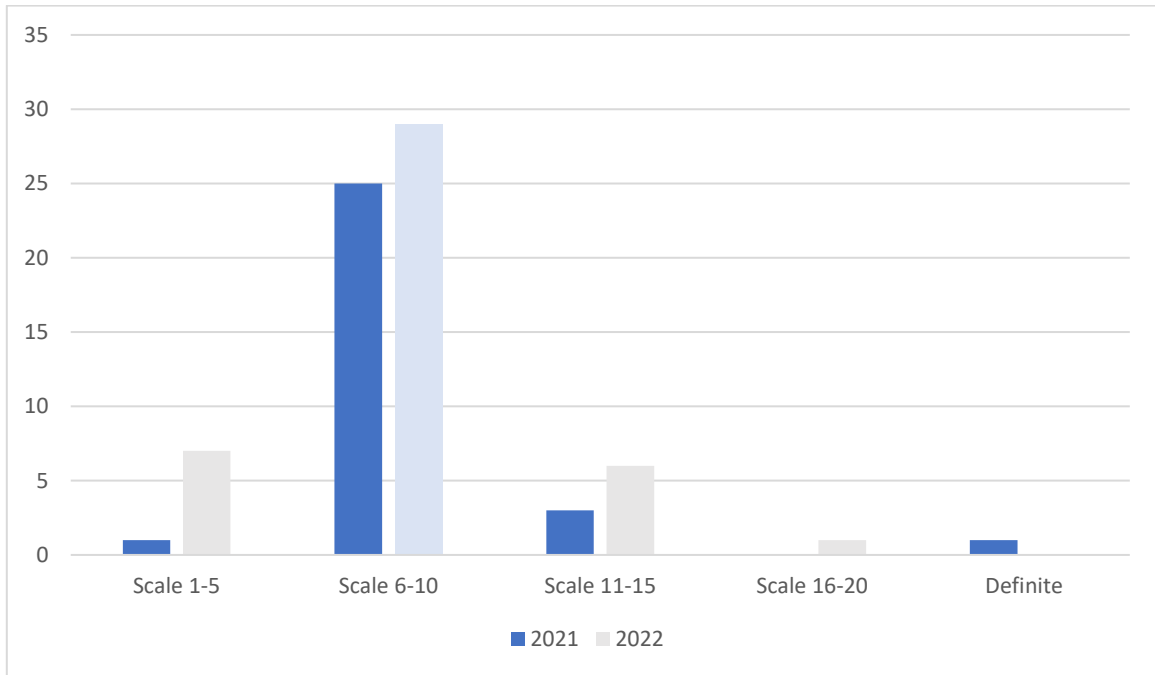
(WLBM Manual - Section 1.3)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 50%       | 10.45%     | - 27.27%    | - 28.57%    | 50%      |

The use of Parent Leave, i.e. ten (10) working days following the birth/adoption of the child for the second parent, has increased among officers in Scale 1-5 (50%) and Scale 6 – 10 (10.45%). There was also an increase in the Definite Contract category (50%).

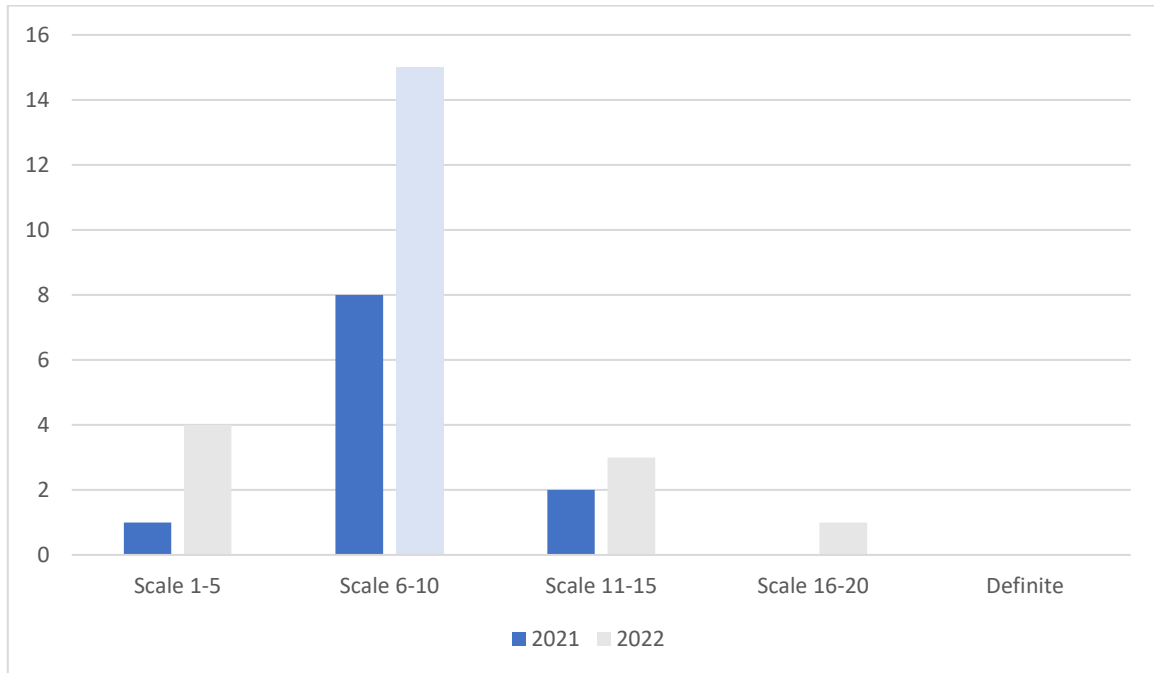
### 3.5 Leave for Medically Assisted Procreation (IVF Leave) (WLBM Manual Section 1.5)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 600%      | 16%        | 100%        | 0%          | -100%    |

The graph above shows that Leave for Medically Assisted Procreation (IVF Leave) was mostly used by persons in Scale 6-10 range.

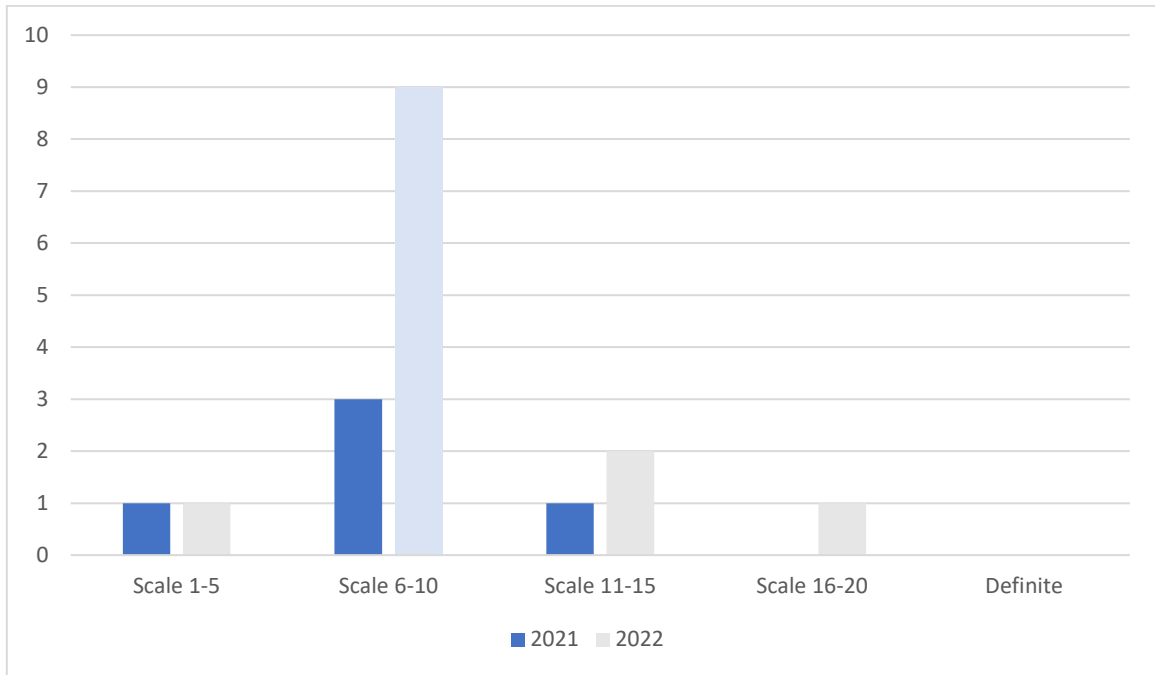
### 3.6 Adoption Leave (WLB Manual Section 1.6)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 300%      | 87.5%      | 50%         | 0%          | 0%       |

Adoption Leave was mostly availed by persons in Scale 6-10 range, with a significant increase (87.5%) from last year. However, there was an overall increase in the utilisation of this measure across all categories (109.09%).

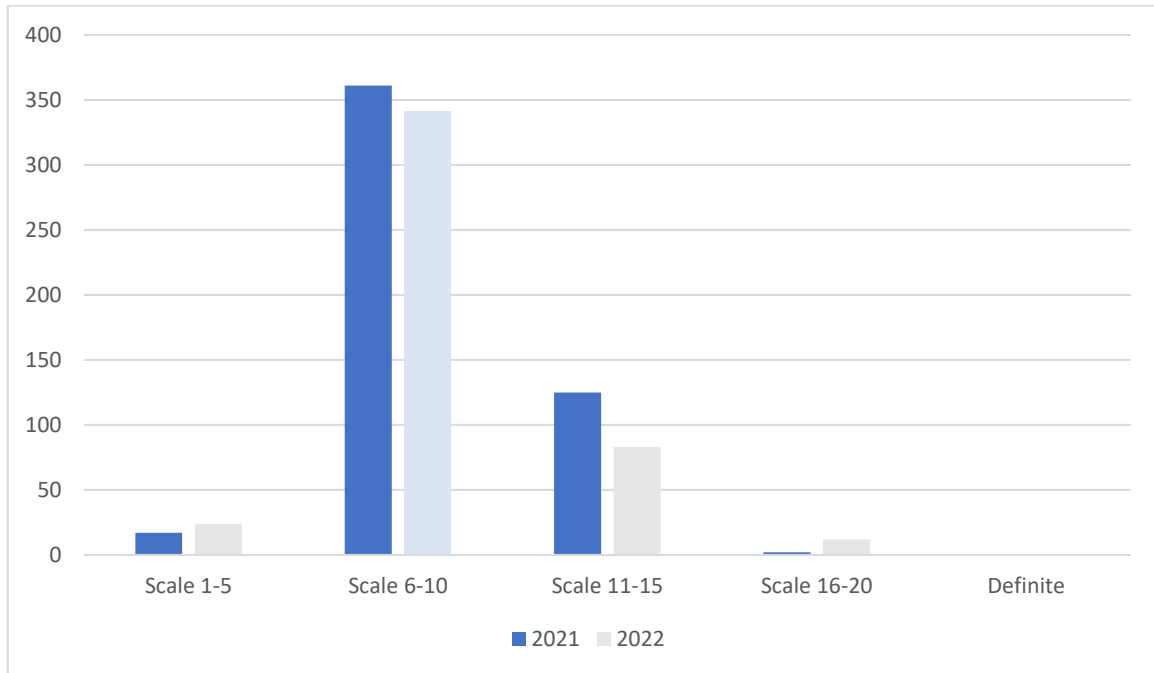
### 3.7 Leave to Accompany Spouse/Partner in a Civil Union on Government Sponsored Courses/Assignments (WLBM Manual Section 2.1)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 0%        | 200%       | 100%        | 0%          | 0%       |

Leave to Accompany Spouse/Partner in a Civil Union on Government Sponsored Courses/Assignments was mostly availed of by persons in Scale 6-10 range, with a significant increase (200%) from last year. An overall increase was observed across all scales (160%).

### 3.8 Parental Leave (WLBM Manual - Section 2.2)



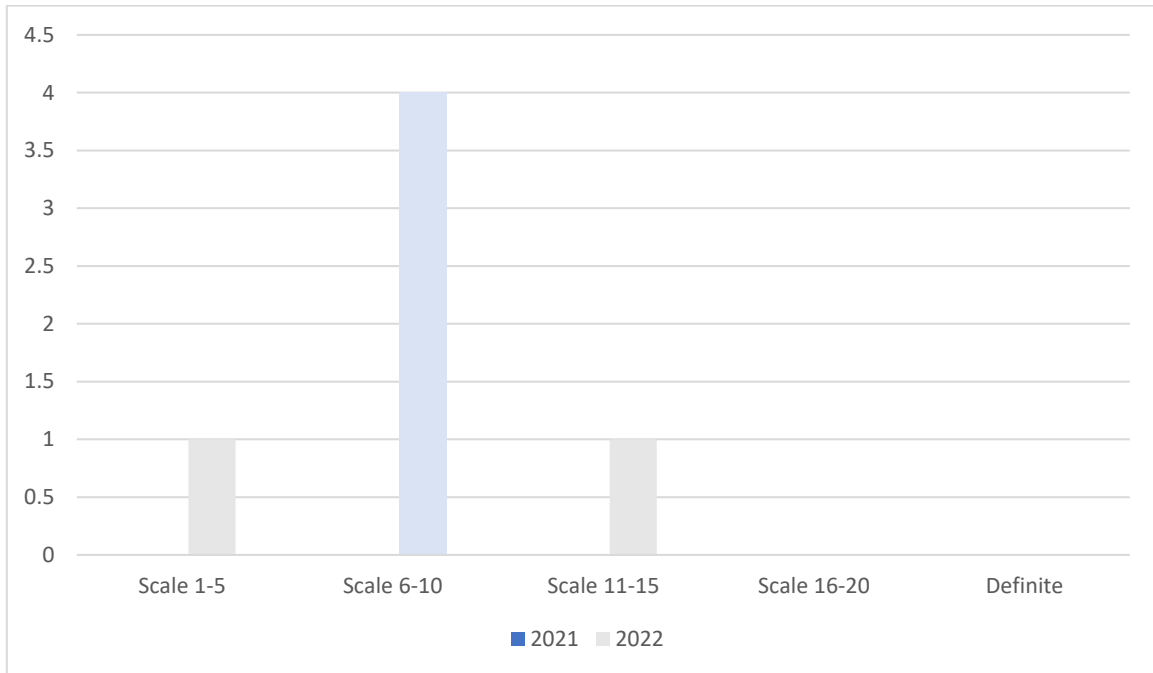
| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 29.41%    | -5.54%     | -33.6%      | 500%        | 0%       |

This graph shows that officers in Scale 6 – 10 availed themselves the most of parental leave. However, in 2022 the officers who availed themselves of such leave decreased (-9.31%) across all categories.



### 3.9 Carer's Leave

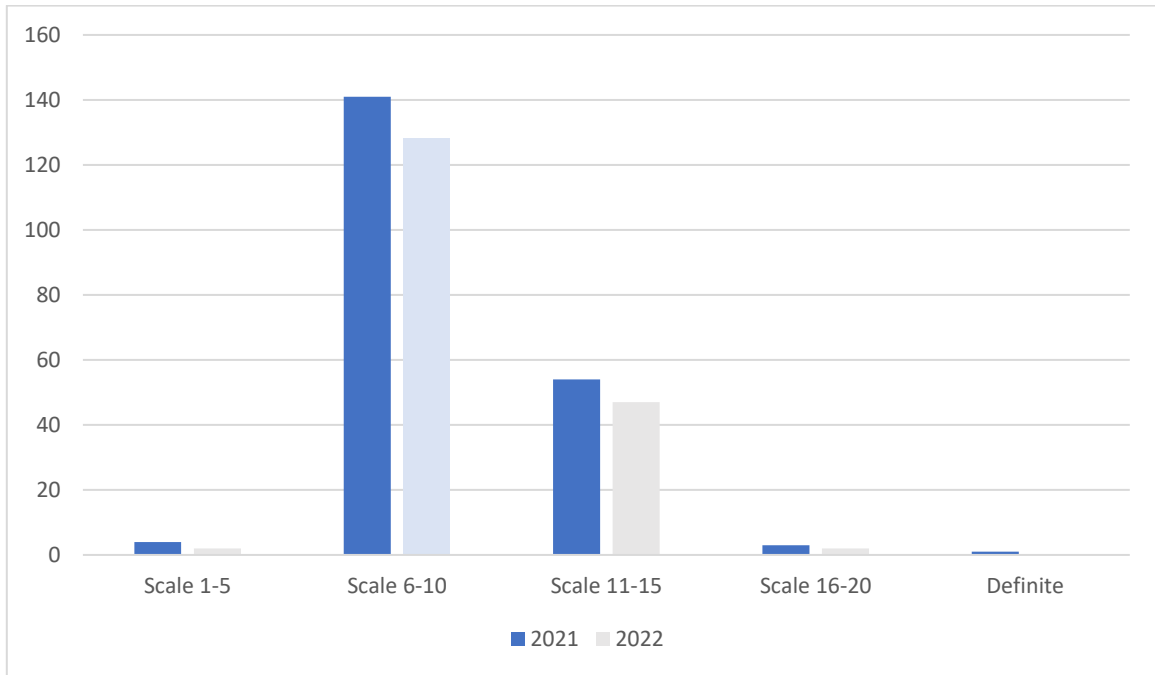
(WLBM Manual - Section 1.3)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 1         | 4          | 1           | 0           | 0        |

Carers' Leave is a new measure which was introduced during the period under review. Hence, the number of employees who utilized this measure is low and no comparison can be made with the previous year. The table above demonstrates the utilisation of Carer's Leave by Salary Scale category.

### 3.10 Career Break (WLBM Manual - Section 1.3)

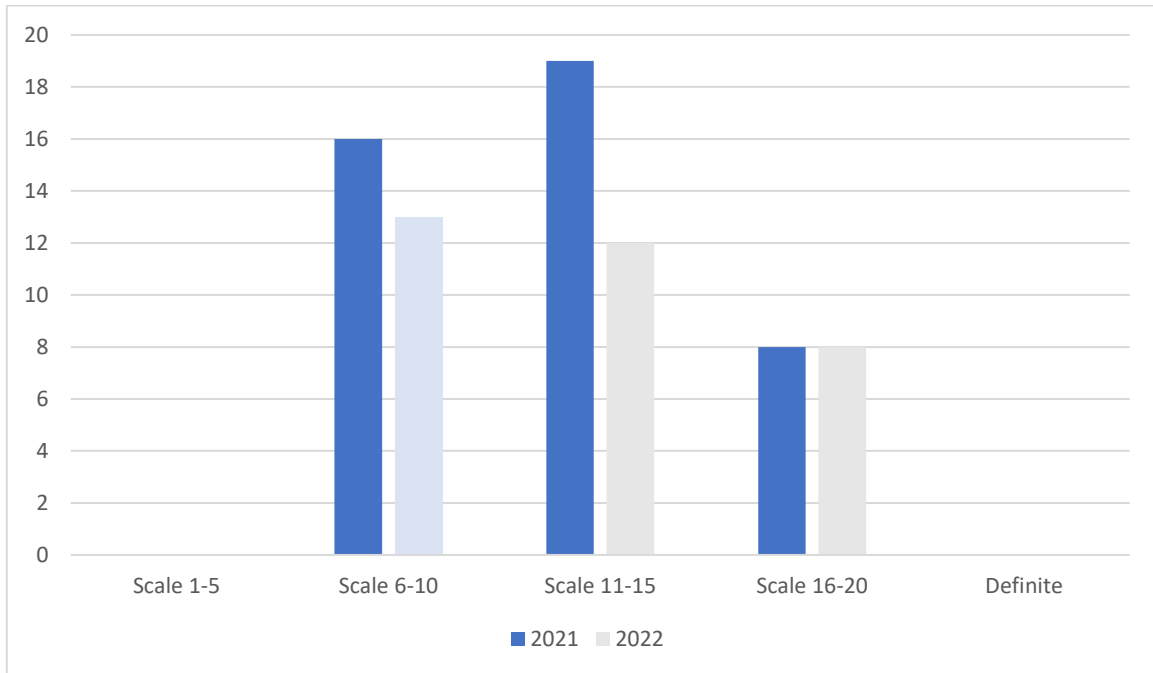


| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| -50%      | -9.22%     | -12.96%     | -33.33%     | -100%    |

This measure was mostly utilised by officers in Salary Scale 6-10. A decrease throughout all categories was noted (-11.82%)

### 3.11 Responsibility Leave

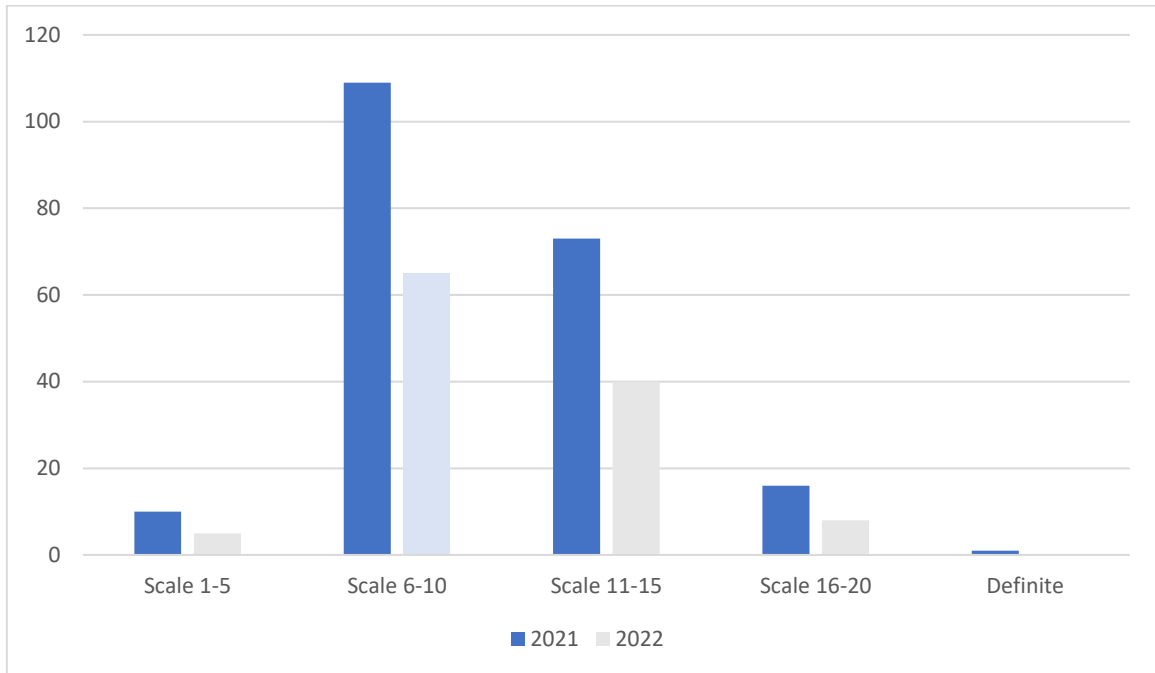
(WLB Manual - Section 2.4)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 0%        | -18.75%    | -36.84%     | 0%          | 0%       |

Responsibility Leave was mostly used by officers in Salary Scale 11-15. An overall decrease (-23.26%) throughout all categories was observed when compared to last year.

### 3.12 Leave for a Special Reason (WLBM Manual - Section 2.5)

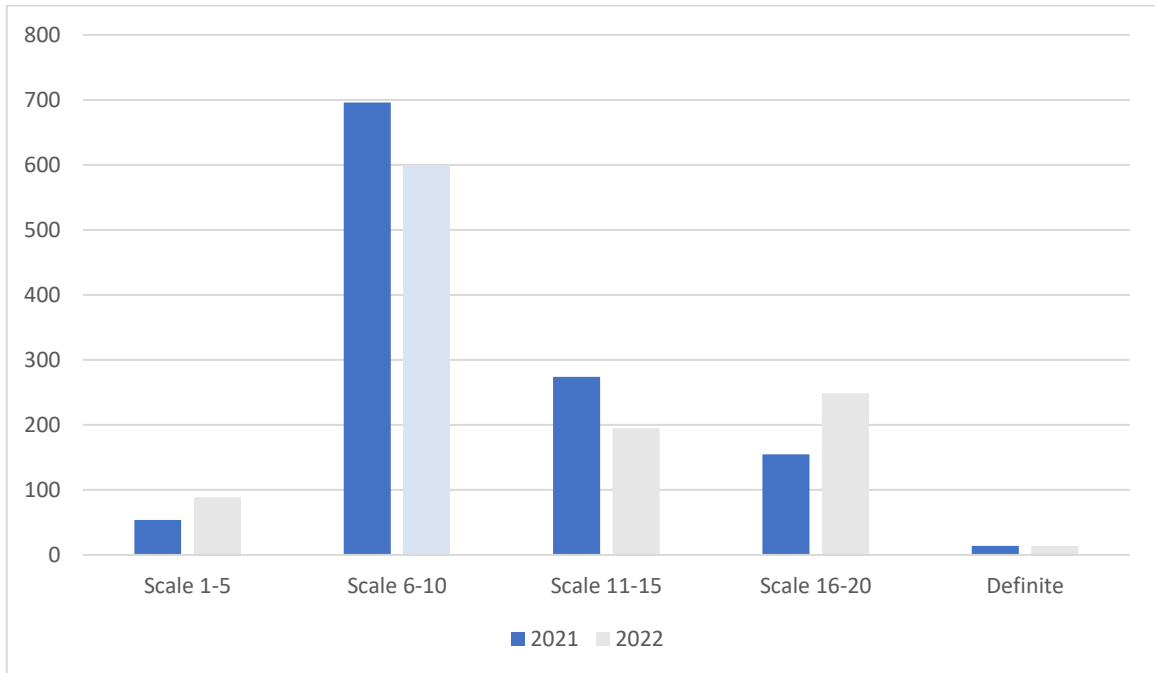


| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 100%      | 67.69%     | 82.5%       | 100%        | 0%       |

This measure was mostly used by officers in Salary Scale 6-10 followed by Salary Scale 11-15. There was an overall increase of 77.12% across all categories when compared to last year.

### 3.13 Work on Reduced Hours

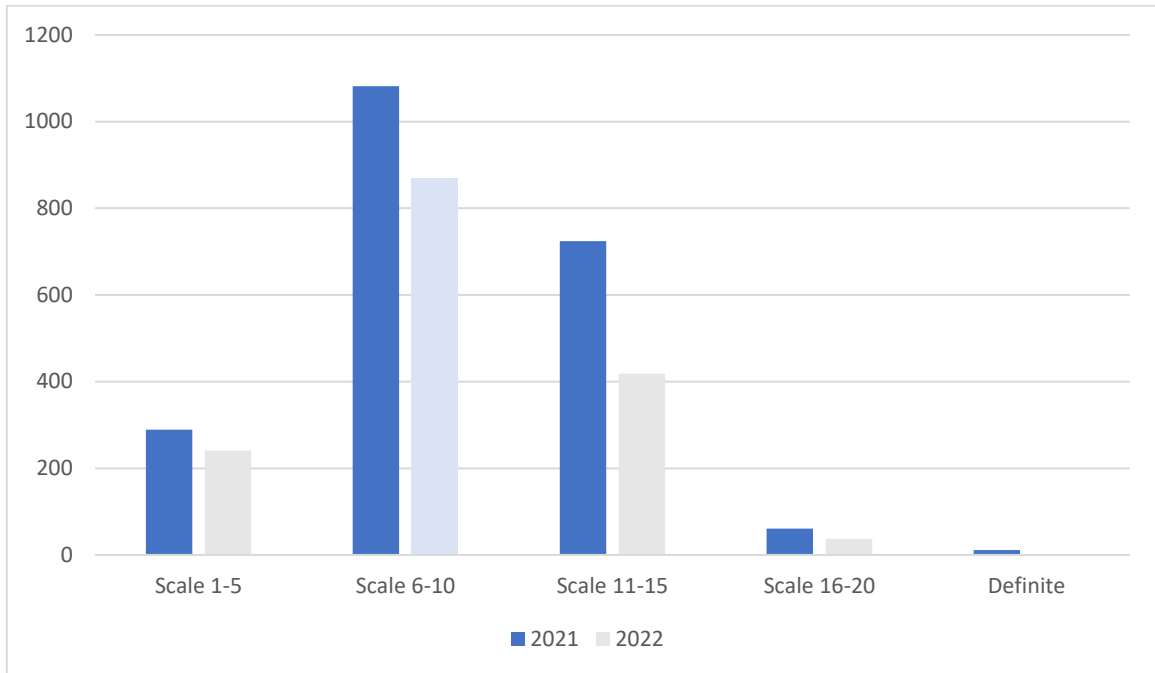
(WLB Manual - Section 3.1)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 64.81%    | -13.94%    | -28.83%     | 60.65%      | 0%       |

Work on Reduced hours is one of the most popular measures. There was an increase in Salary Scale 1-5 (64.81%) and Scale 16-20 (60.65%). There was a decrease in Salary Scale 6-10 (-13.94%) and Salary Scale 11-15 (-28.83%).

### 3.14 Teleworking (WLBM Manual - Section 3.2)

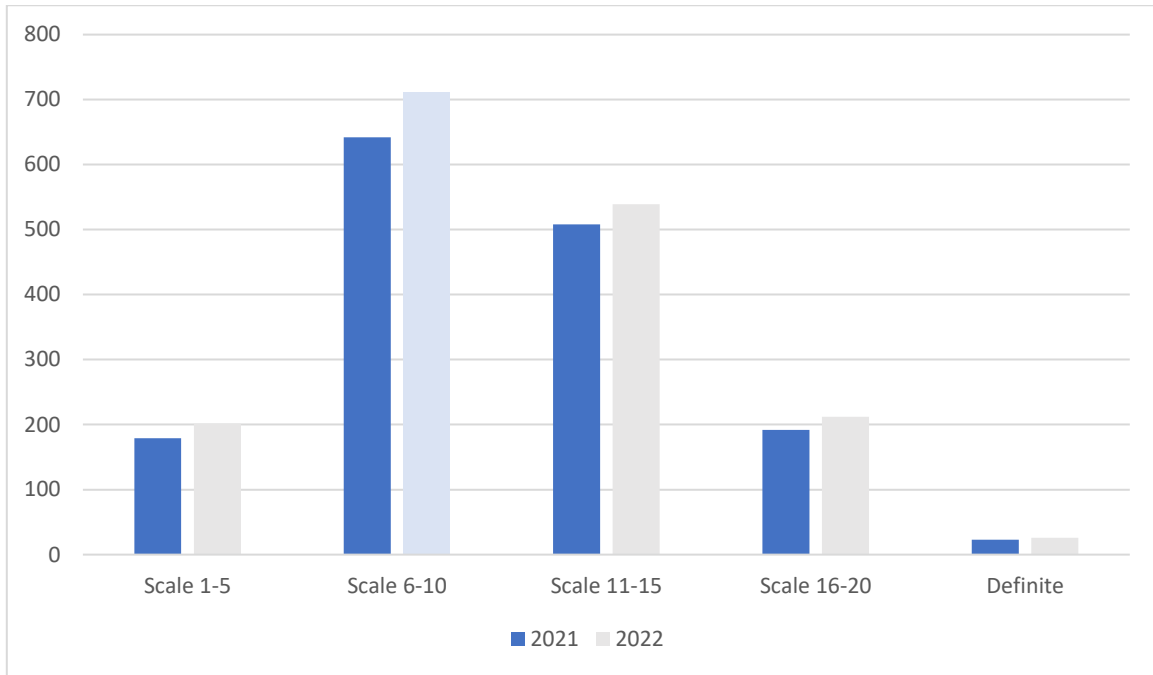


| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| -19.13%   | -19.78%    | -42.27%     | -39.34%     | -81.82   |

A decrease in the utilisation of teleworking was observed in all categories.

### 3.15 Flexitime

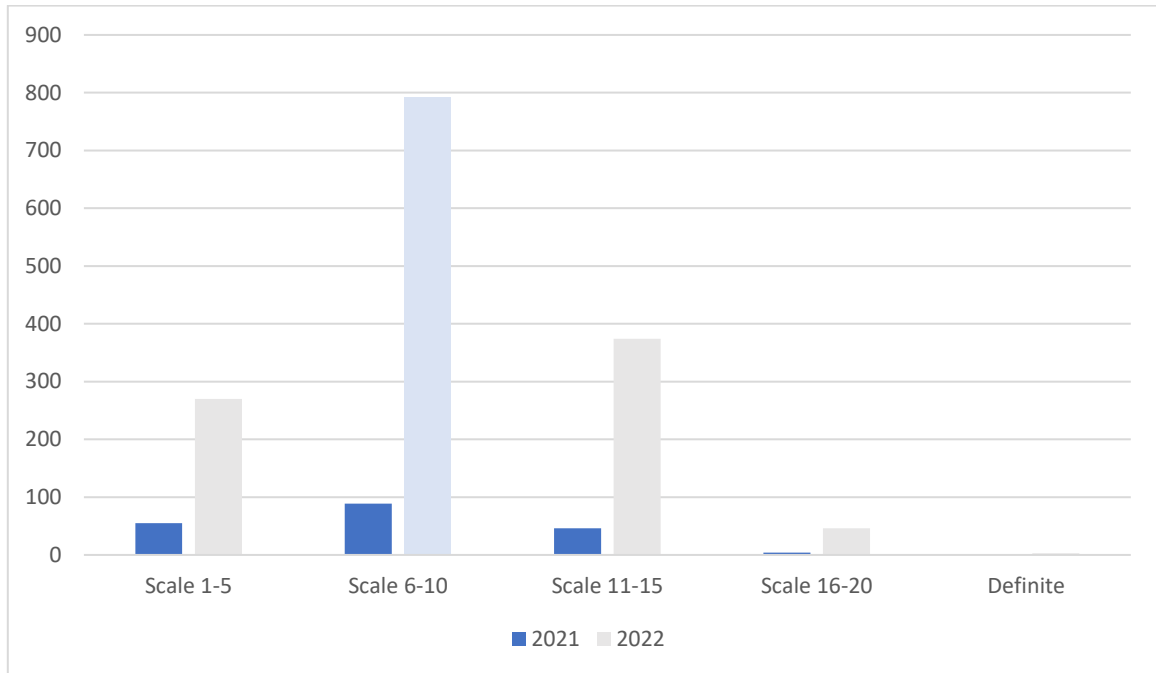
(WLB Manual - Section 3.3)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 12.29%    | 10.75%     | 6.1%        | 10.42%      | 13.04%   |

An increase in flexi-time in all categories has been observed. This increase demonstrates that officers are increasingly seeking more flexible working arrangements to accommodate their work-life balance.

### 3.16 Remote Working (WLBM Manual – Section 4)



| Scale 1-5 | Scale 6-10 | Scale 11-15 | Scale 16-20 | Definite |
|-----------|------------|-------------|-------------|----------|
| 390.91%   | 789.89%    | 713.04%     | 1050%       | 0%       |

There was a significant increase in the utilisation of Remote Working in all Salary Scale categories. This may be attributed to the fact that during the period under review teleworking was being phased out to be replaced by Remote Working.



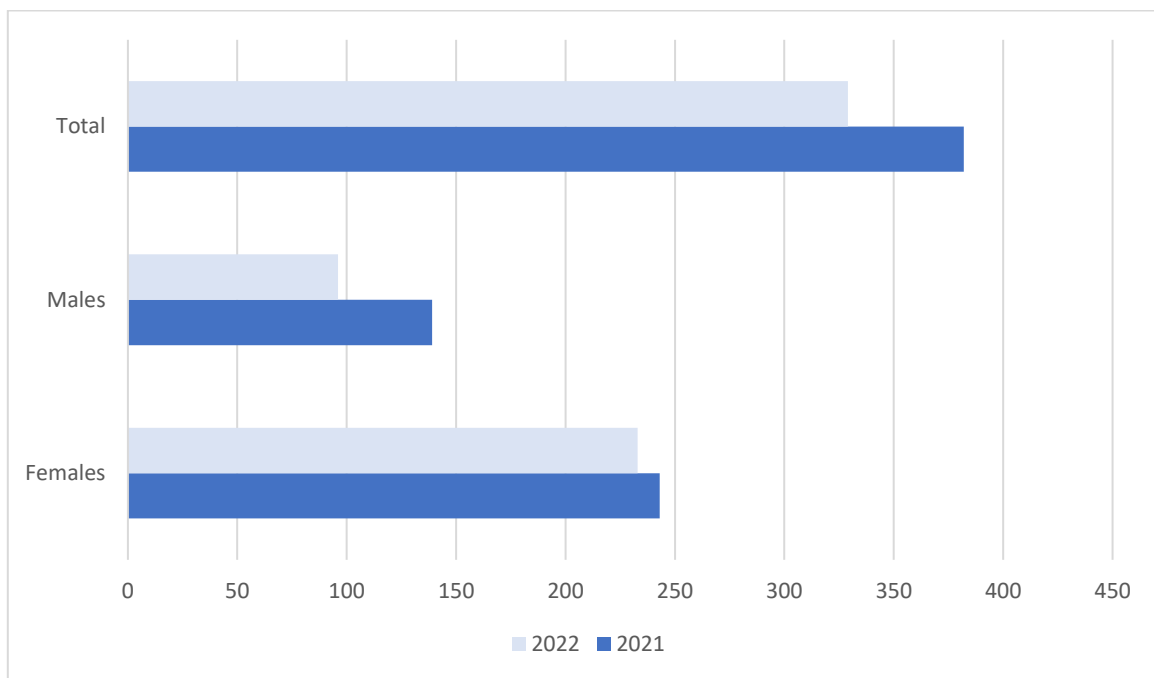
## 4. Utilisation by Gender

This section illustrates the utilisation of work-life balance measures by gender namely by:

- Female Public Officers
- Male Public Officers

### 4.1 Marriage/ Civil Union Leave

(WLB Manual Section 1.1)

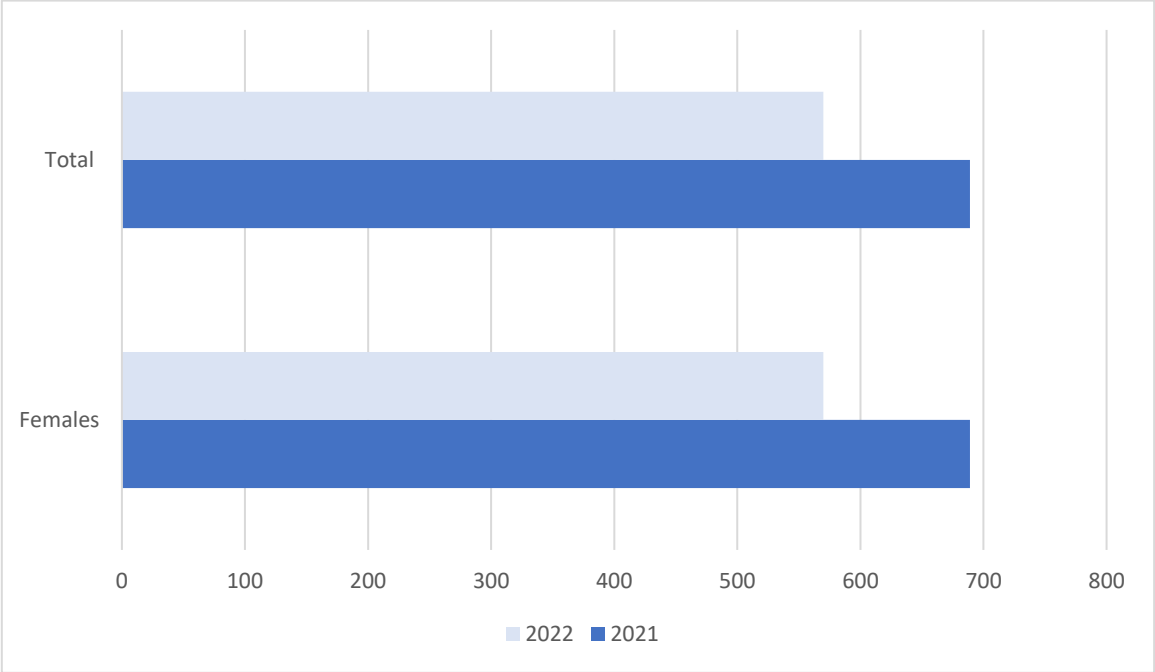


| Males  | Females | Total   |
|--------|---------|---------|
| -30.9% | -4.12%  | -13.87% |

On the whole, the amount of Marriage/Civil Union Leave utilized has decreased, mostly by male employees.

### 4.2 Maternity Leave – First 14 Weeks

(WLB Manual - Section 1.3)

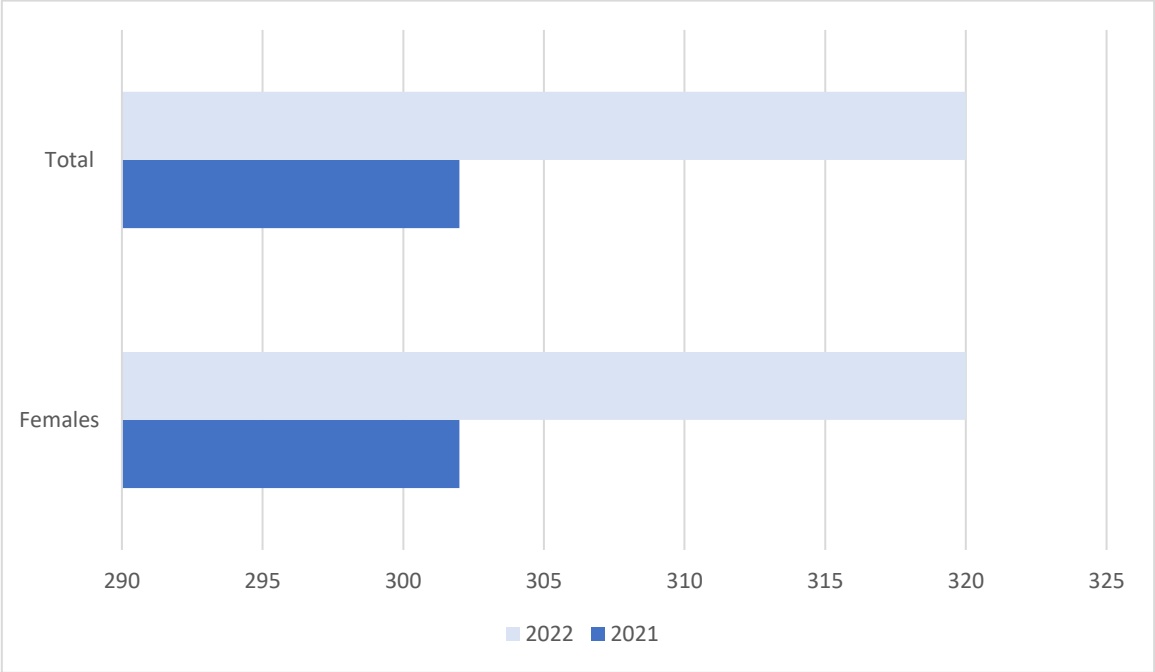


| Males | Females | Total   |
|-------|---------|---------|
| /     | -17.27% | -17.27% |

The number of officers using Maternity Leave has decreased.

### 4.3 Maternity Leave – Additional 4 Weeks

(WLBM Manual - Section 1.3)

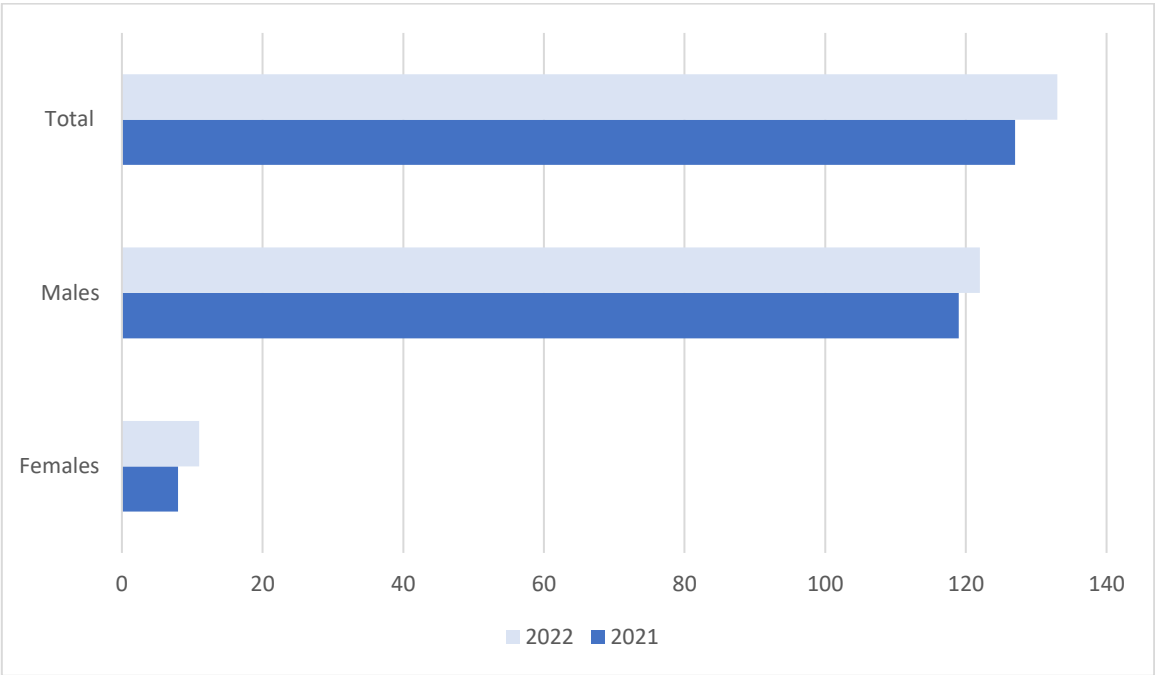


| Males | Females | Total |
|-------|---------|-------|
| /     | 5.96%   | 5.96% |

Whilst the number of officers using Maternity Leave decreased, there was an increase in the number of officers requesting the Additional 4 Week Extension.

### 4.4 Parent Leave

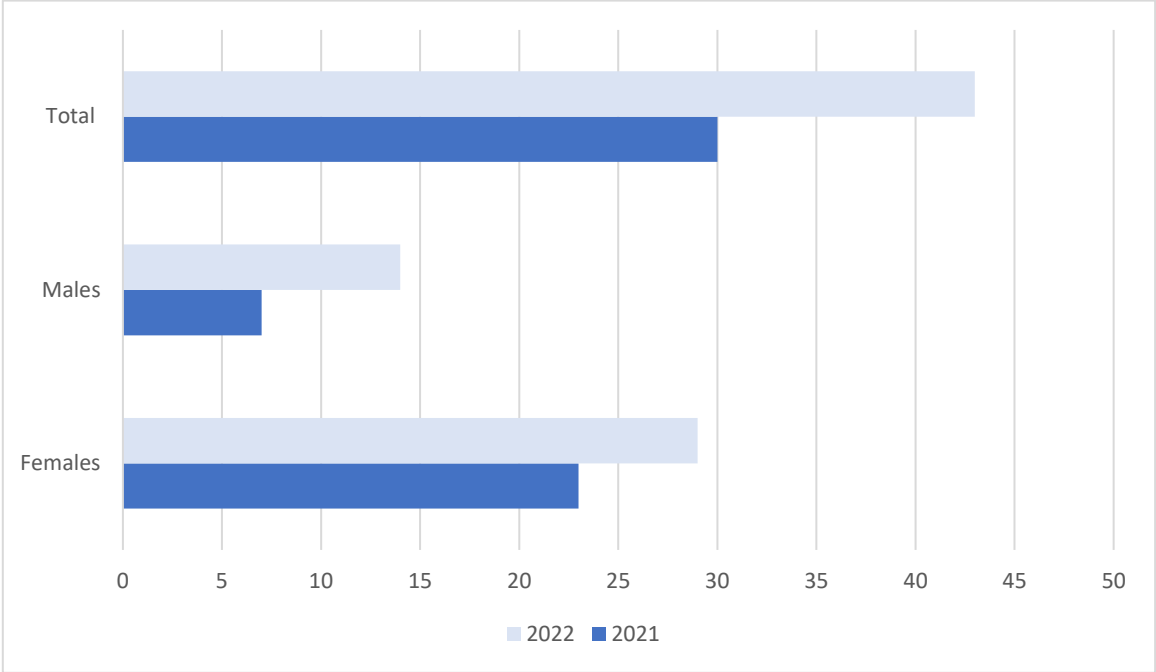
(WLBM Manual - Section 1.4)



| Males | Females | Total |
|-------|---------|-------|
| 2.52% | 37.5%   | 4.72% |

Utilization of parent leave has increased across all employees since last year.

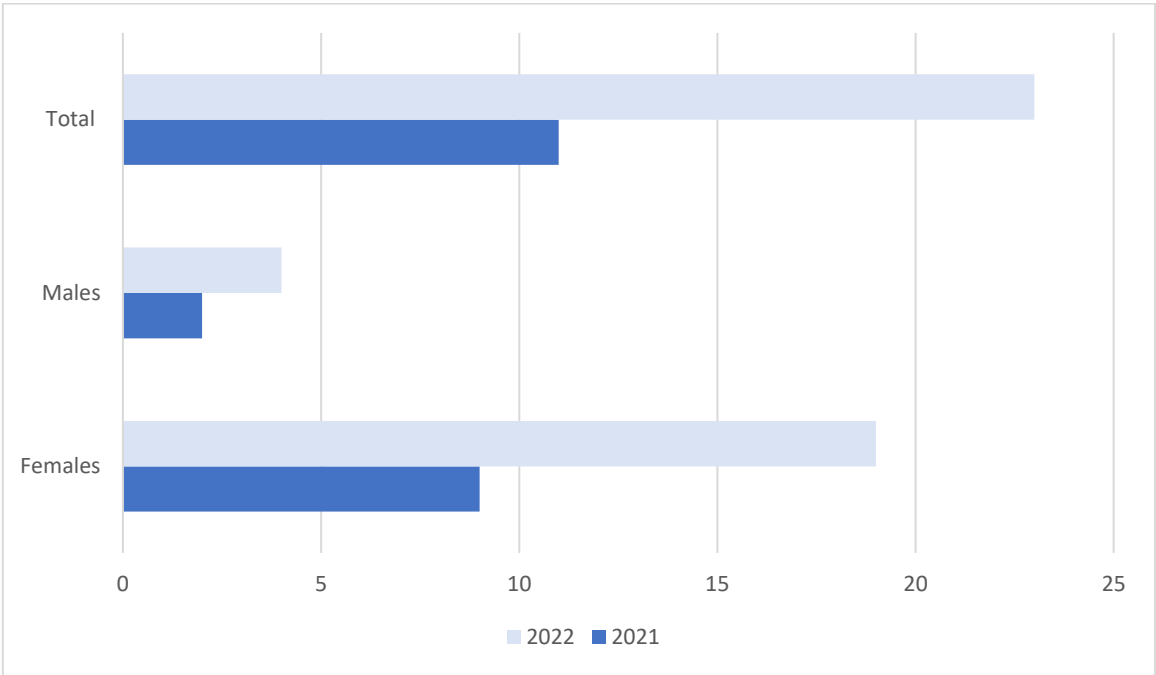
4.5 Leave for Medically Assisted Procreation (IVF Leave)  
(WLBM Manual Section 1.5)



| Males | Females | Total  |
|-------|---------|--------|
| 100%  | 26.09%  | 43.33% |

The number of employees availing from IVF Leave has increased across the Public Service since last year.

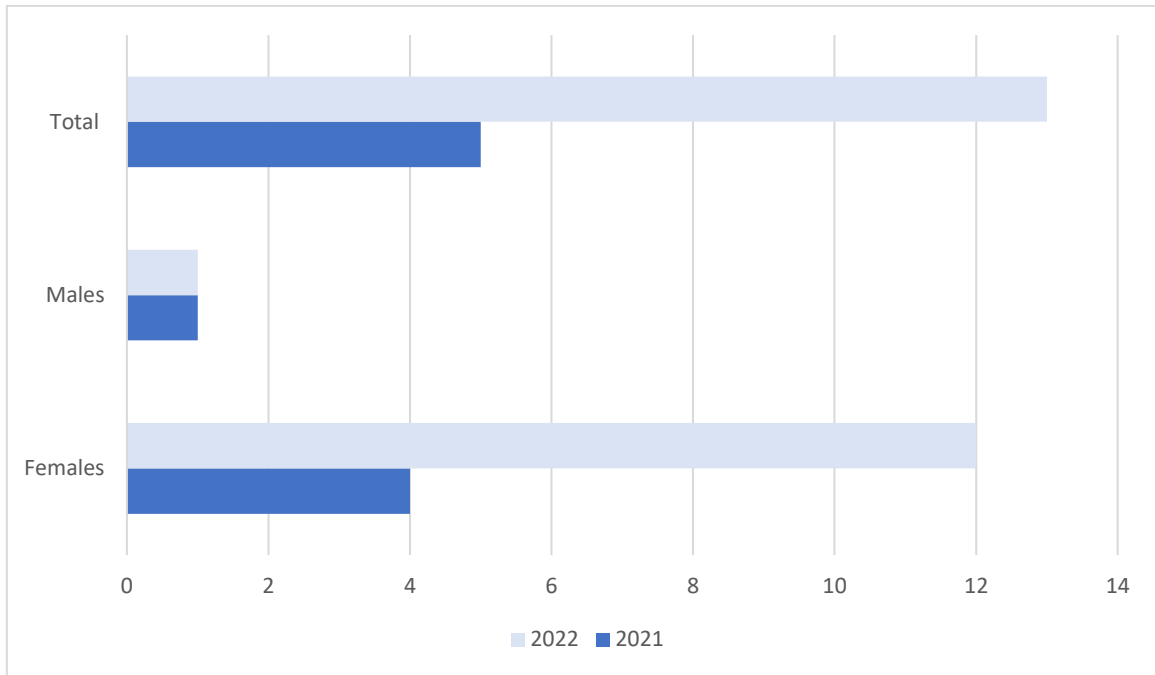
4.6 Adoption Leave  
(WLBM Manual Section 1.6)



| Males | Females | Total  |
|-------|---------|--------|
| 100%  | 111.11% | 109.9% |

The number of employees who availed themselves from Adoption Leave has also increased.

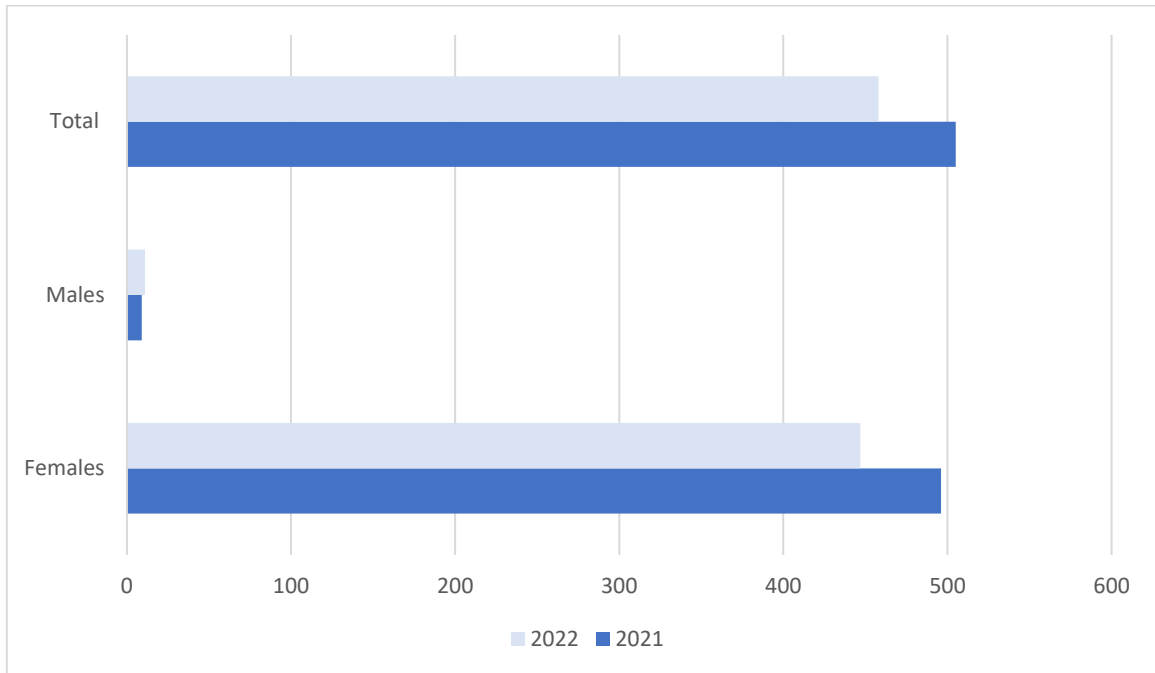
4.7 Leave to Accompany Spouse/Partner in a Civil Union on Government Sponsored Courses/Assignments  
(WLBM Manual Section 2.1)



| Males | Females | Total |
|-------|---------|-------|
| 0%    | 200%    | 160%  |

The number of employees who availed themselves of Leave to Accompany Spouse/Partner in a Civil Union on Government Sponsored Courses/Assignments has increased.

## 4.8 Parental Leave (WLBM Manual - Section 2.2)

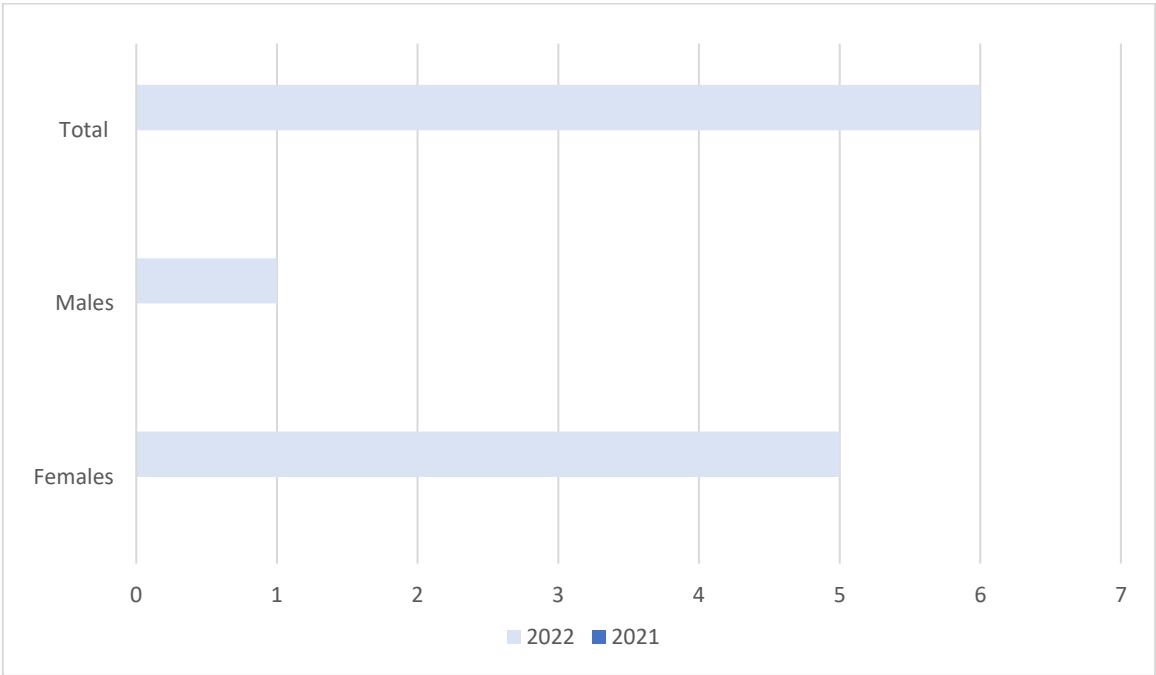


| Males  | Females | Total  |
|--------|---------|--------|
| 22.22% | -9.88%  | -9.31% |

Utilization of parental leave has decreased across all employees since last year. Female employees tend to resort to parental leave much more than their male counterparts.



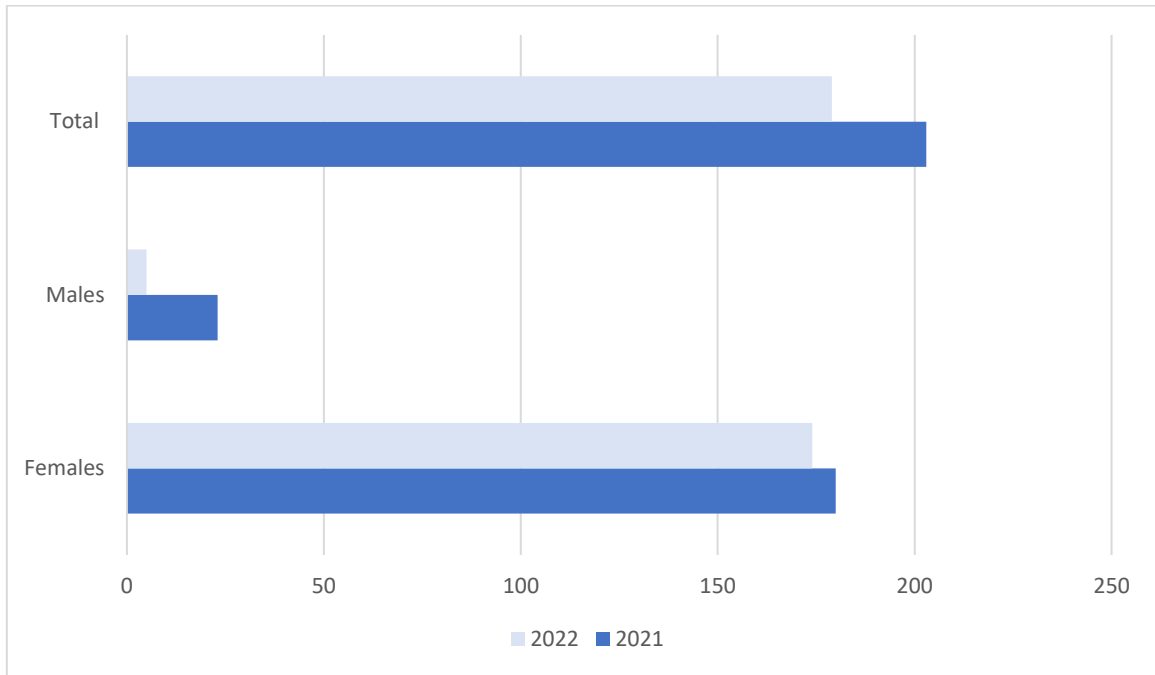
4.9 Carers' Leave  
(WLBM Manual - Section 2.3)



| Males | Females | Total |
|-------|---------|-------|
| -     | -       | -     |

There cannot be a comparison to the previous year, as this work-life balance measure was not yet introduced in 2021.

4.10 Career Break  
(WLBM Manual - Section 2.3)

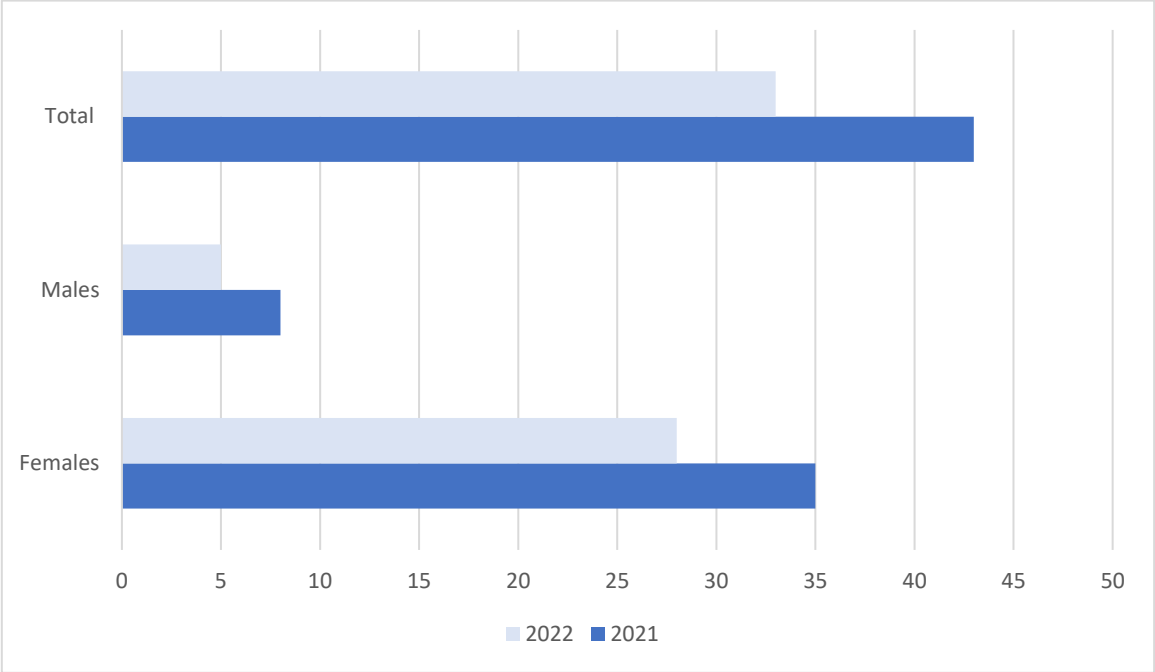


| Males  | Females | Total   |
|--------|---------|---------|
| -3.33% | -78.26% | -11.82% |

There was a decrease in utilization of Career Break across all employees, most notably in female employees.

### 4.11 Responsibility Leave

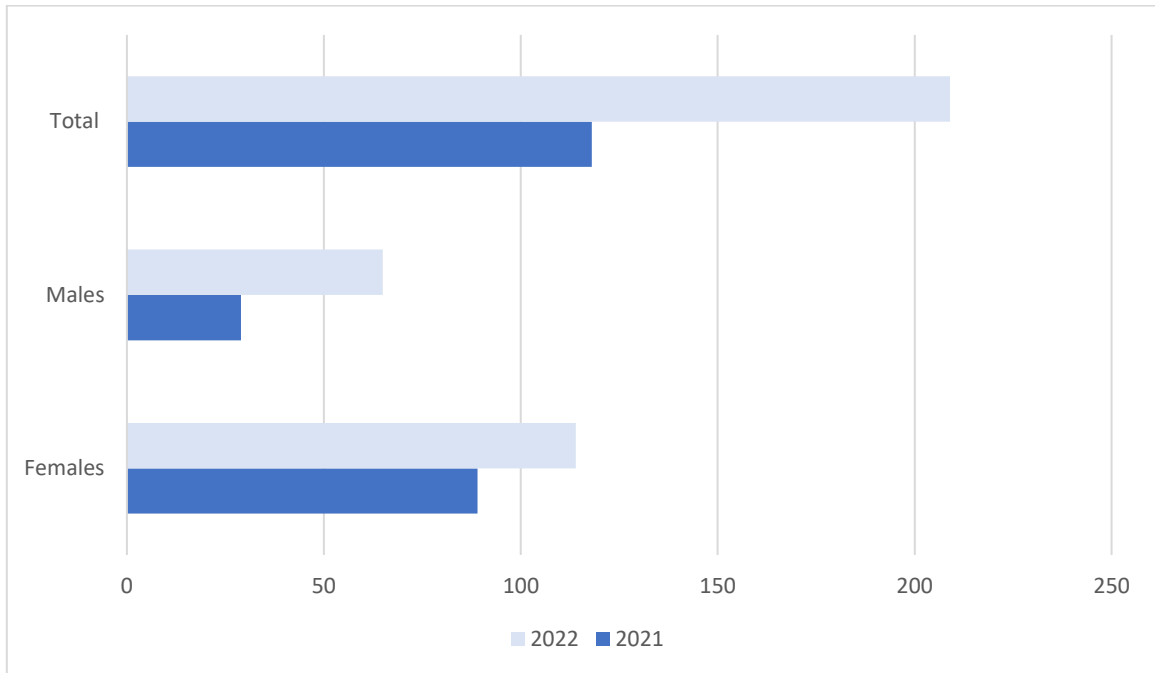
(WLBM Manual - Section 2.4)



| Males  | Females | Total   |
|--------|---------|---------|
| -37.5% | -20%    | -23.26% |

The number of employees availing themselves from Responsibility Leave has decreased.

4.12 Leave for a Special Reason  
(WLBM Manual - Section 2.6)

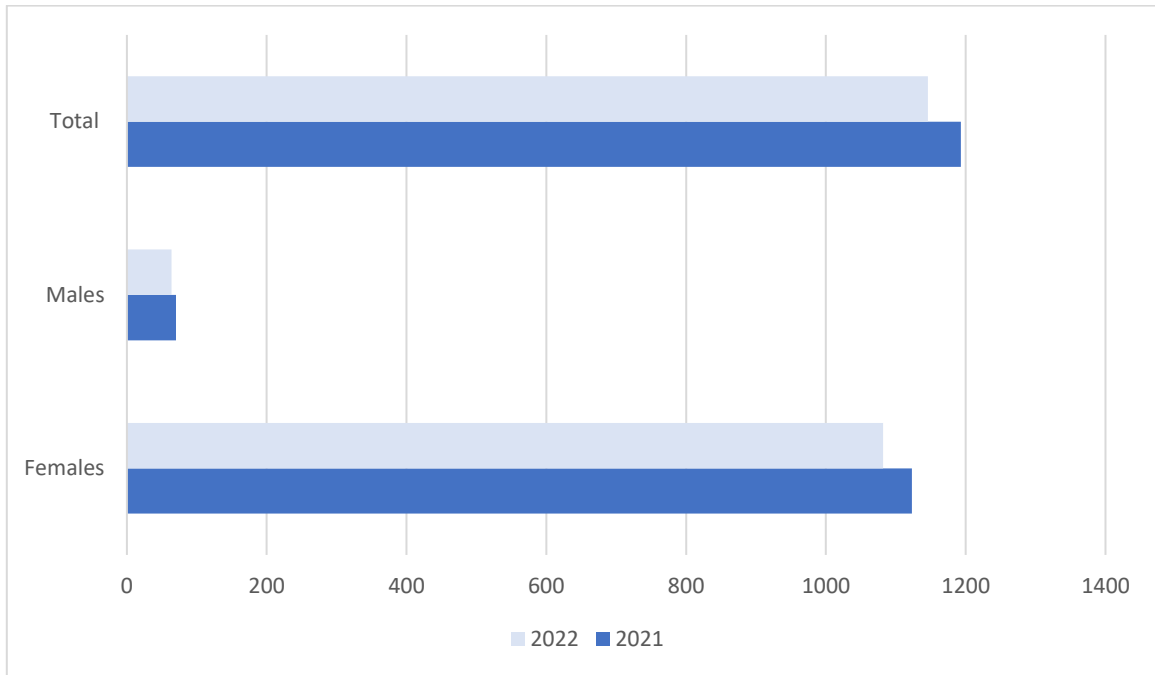


| Males   | Females | Total  |
|---------|---------|--------|
| 124.14% | 28.09%  | 77.12% |

The number of employees availing themselves of Leave for a Special Reason has increased exponentially.

### 4.13 Work on Reduced Hours

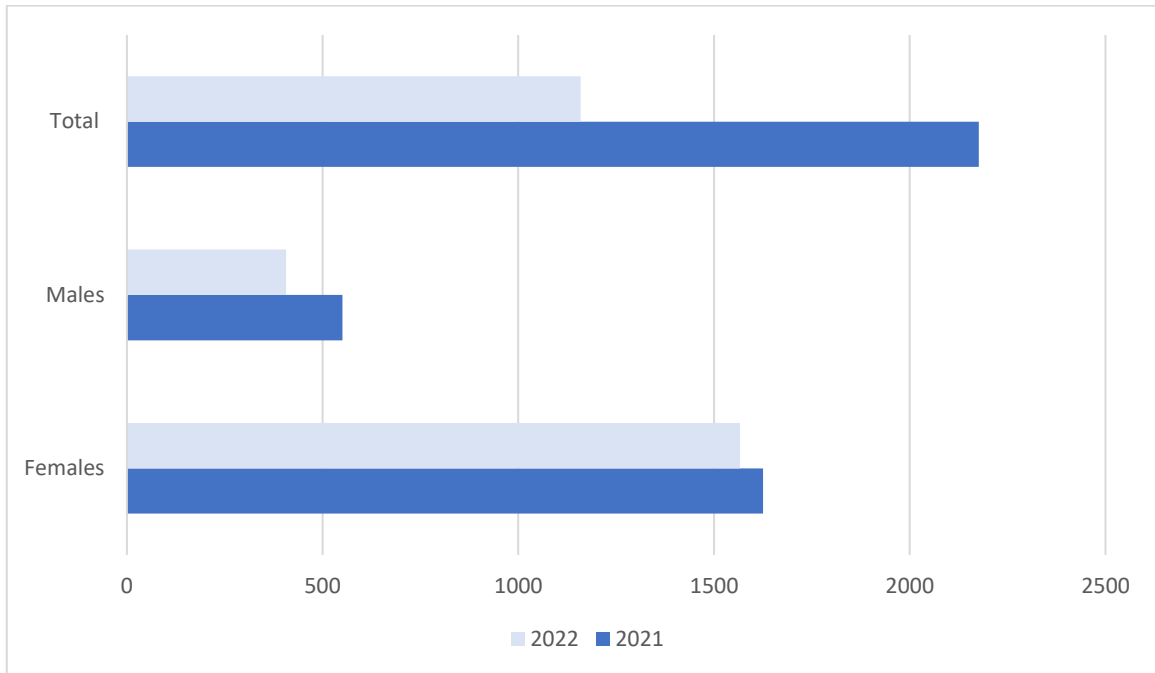
(WLB Manual - Section 3.1)



| Males  | Females | Total  |
|--------|---------|--------|
| -8.57% | -3.65%  | -3.94% |

Work on Reduced Hours decreased slightly since the previous year yet remains one of the most utilized measures in the Public Service.

#### 4.14 Teleworking (WLBM Manual - Section 3.2)

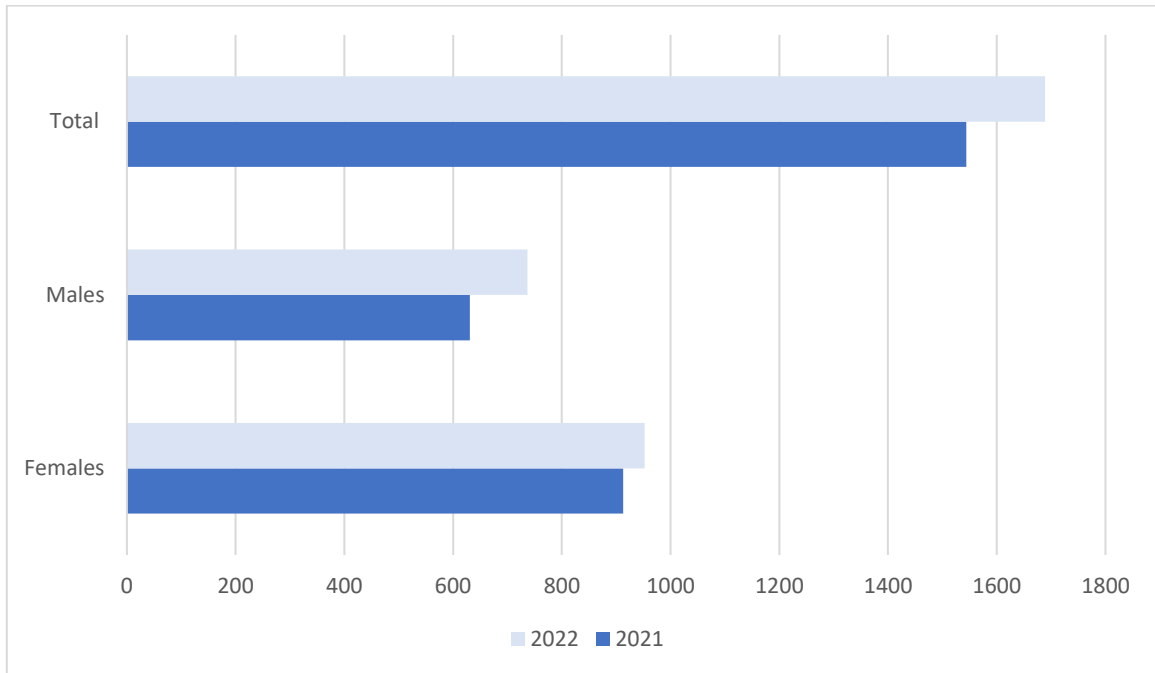


| Males   | Females | Total   |
|---------|---------|---------|
| -26.13% | -3.63%  | -46.74% |

There has been a large decrease in teleworking across all employees, with a slightly higher decrease in female employees. This could correlate to the increase in officers availing of Remote Working.

## 4.15 Flexitime

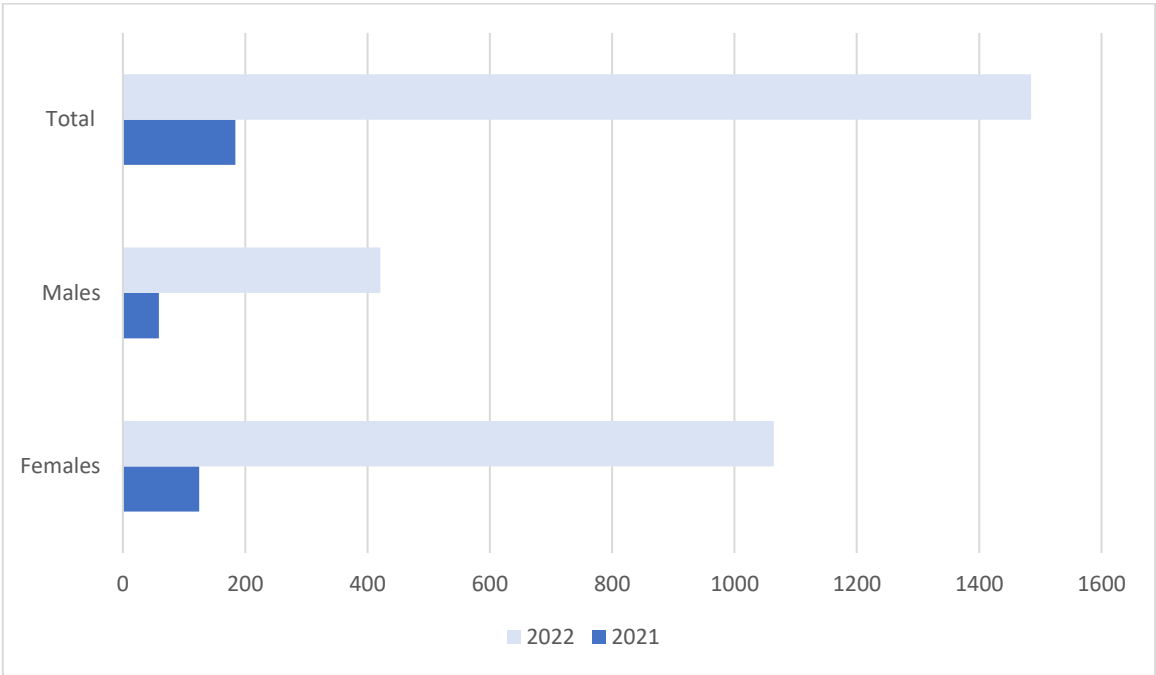
(WLBM Manual - Section 3.3)



| Males | Females | Total |
|-------|---------|-------|
| 16.8% | 4.27%   | 9.39% |

The use of flexitime has increased since the previous year. Female employees tend to utilize this measure considerably more than their male counterparts.

4.16 Remote Working  
(WLBM Manual - Section 4)



| Males   | Females | Total   |
|---------|---------|---------|
| 631.56% | 751.2%  | 707.07% |

Remote working has increased drastically for the aforementioned reasons. Notably, female employees tend to resort to remote working more than their male counterparts.

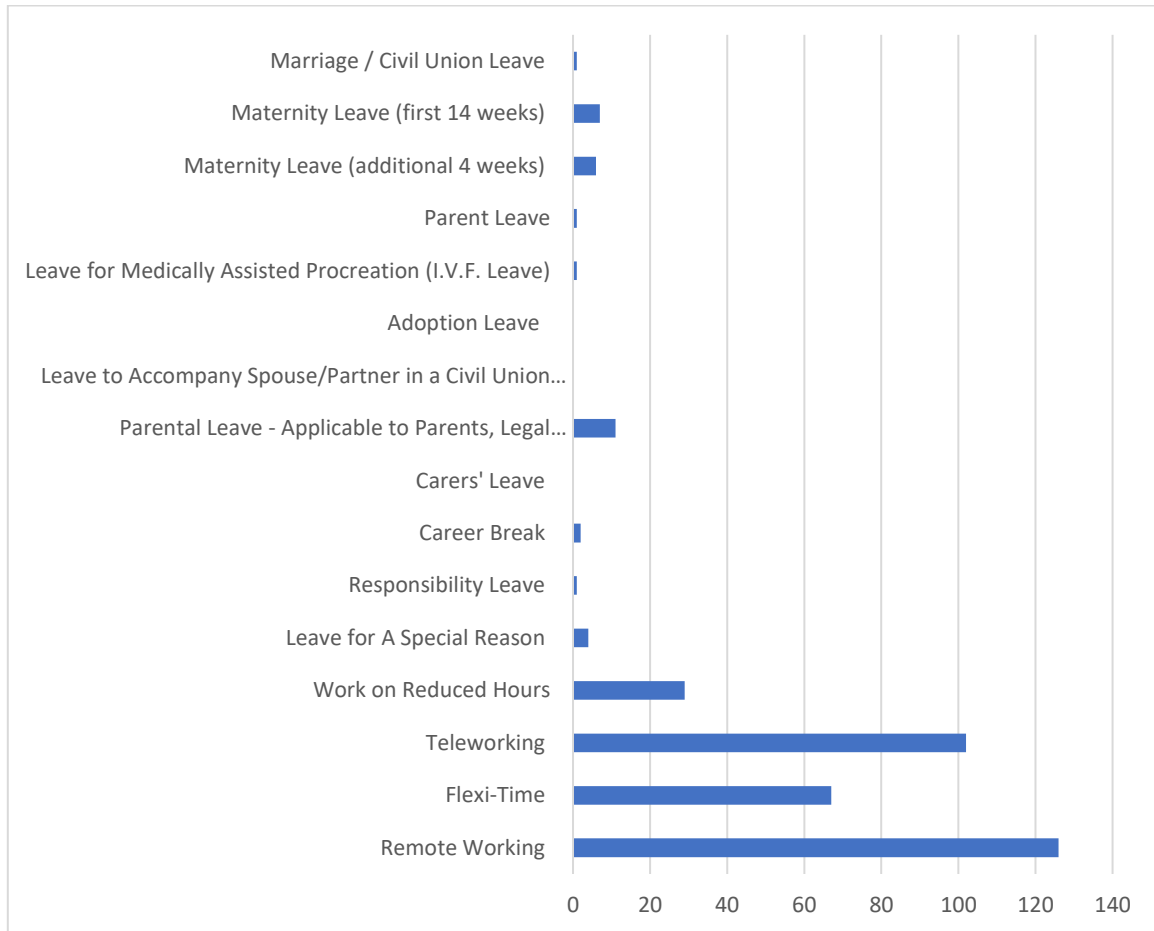


## 5. Utilisation by Ministry

This section demonstrates the utilisation of work-life balance measures, according to ministry.

### 5.1 MAFA

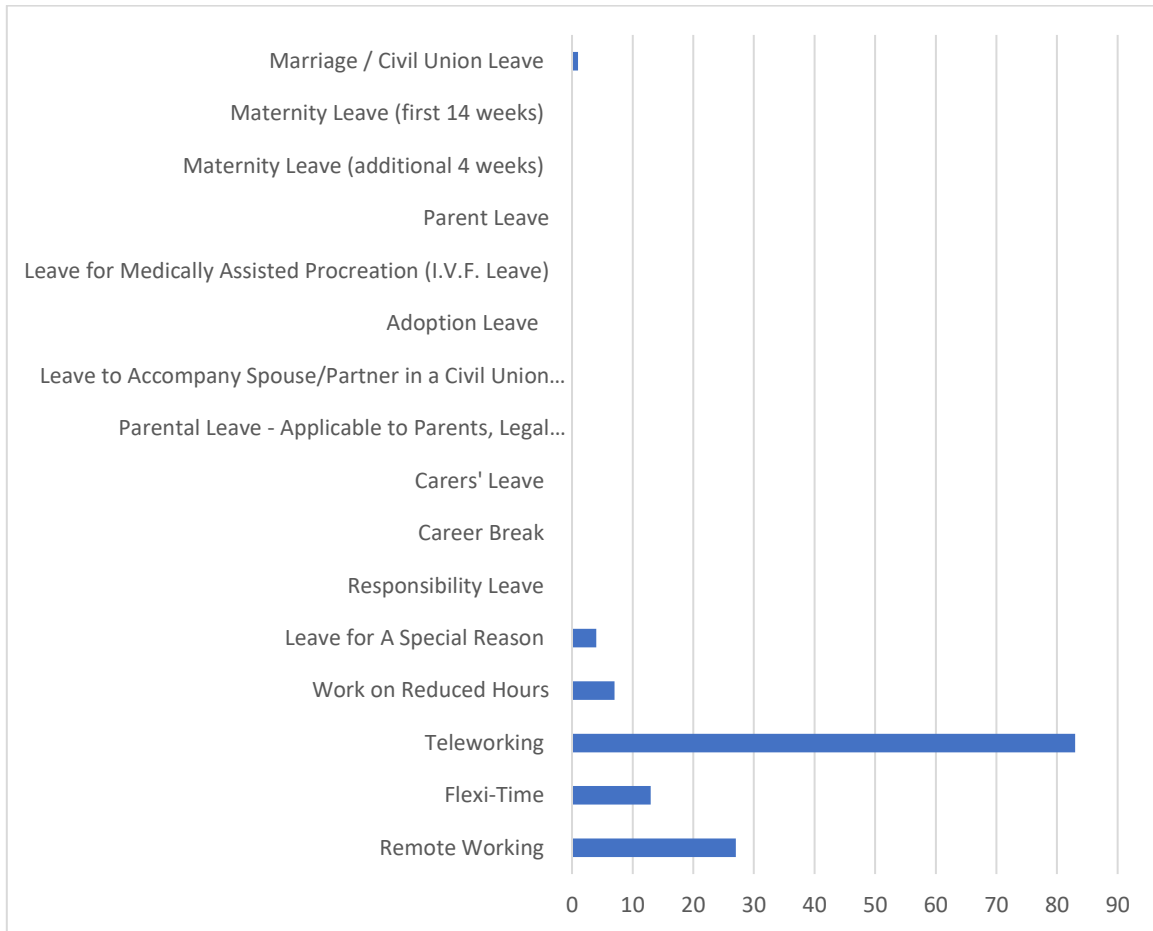
(Ministry for Agriculture, Fisheries, and Animal Rights)



Remote working, Teleworking and Flexi-Time are still the most popular measures in MAFA.

## 5.2 MPWP

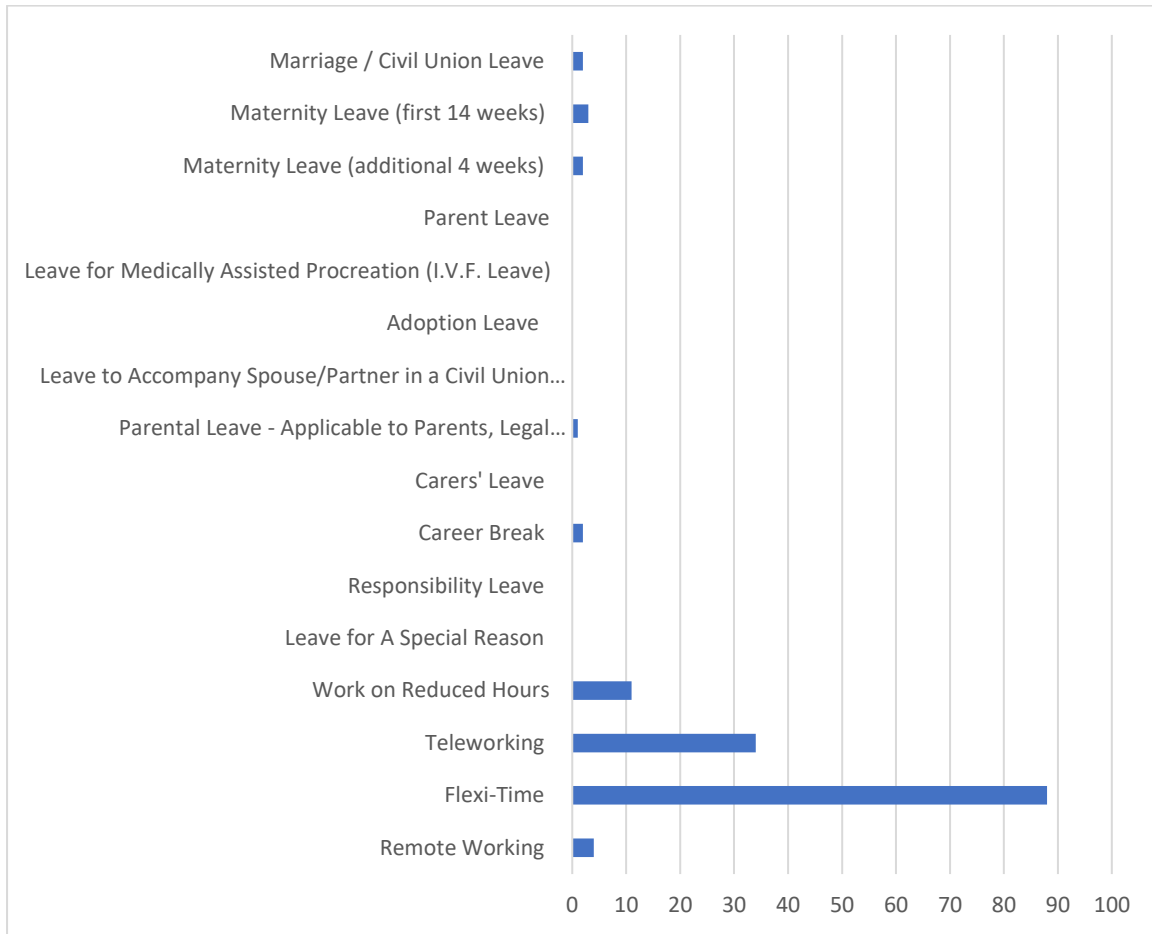
(Ministry for Public Works and Planning)



Teleworking, Remote Working and Flexi-Time are the most popular measures in MPWP.

### 5.3 MEFL

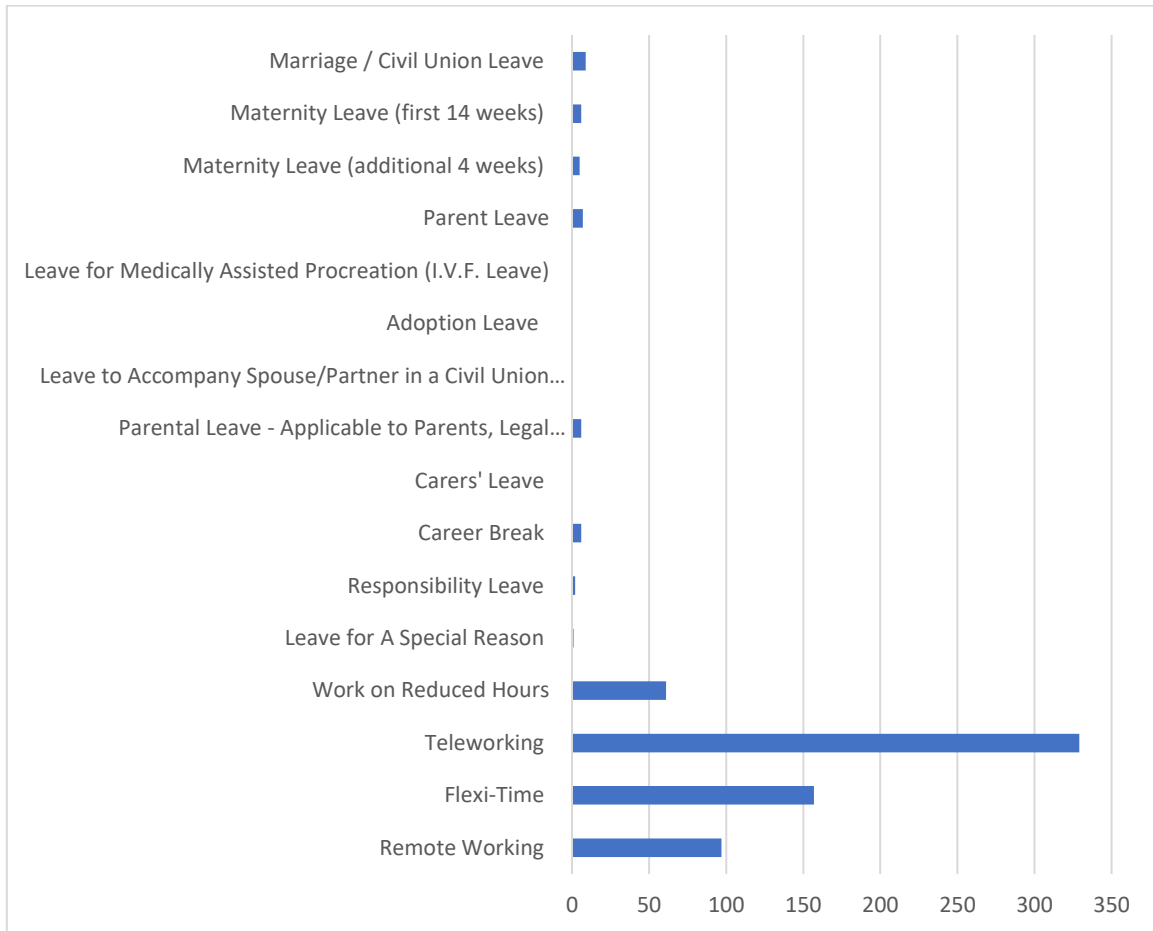
(Ministry for the Economy, European Funds and Lands)



Flexi Time is the most popular measure at MEFL.

## 5.4 MFE

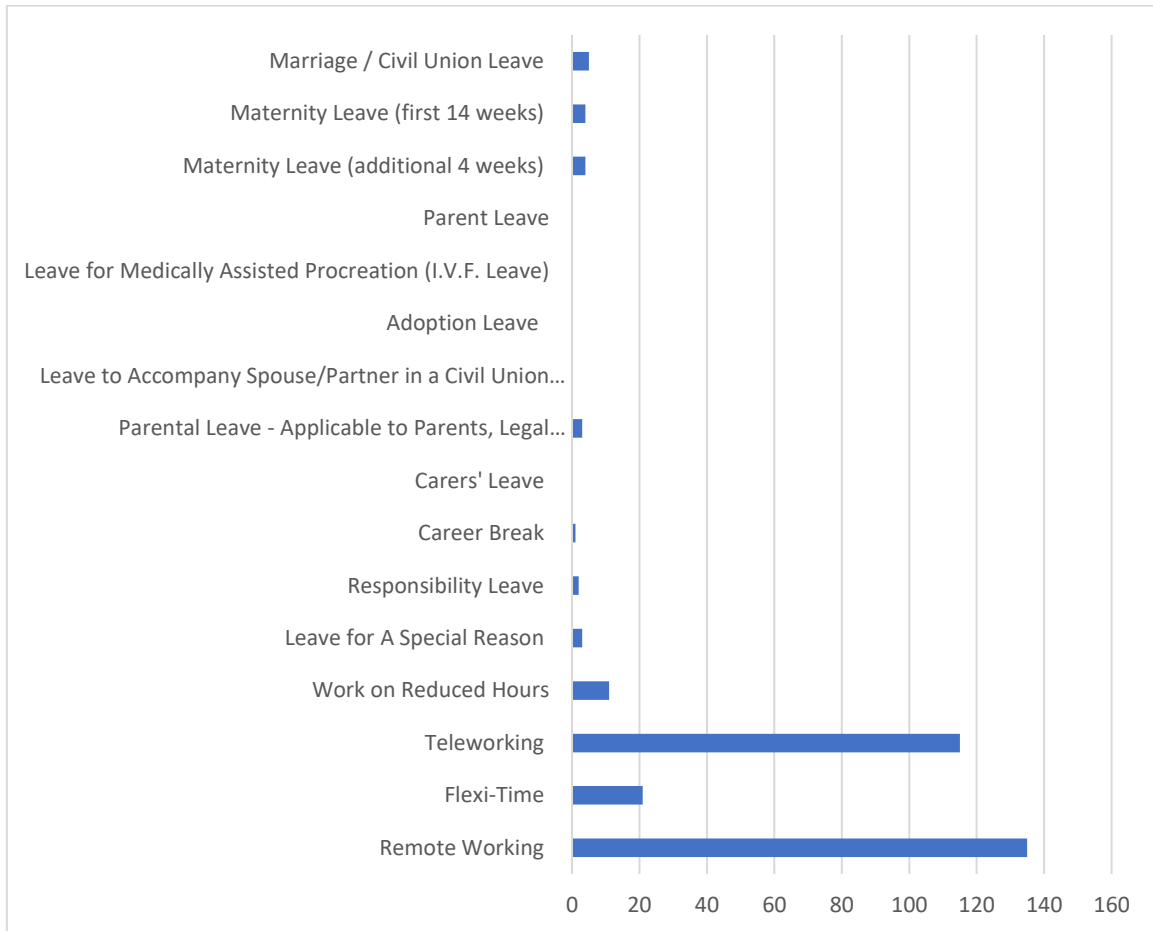
(Ministry for Finance and Employment)



Teleworking is the most popular measure in the MFE, similar to the previous year.

## 5.5 MFET

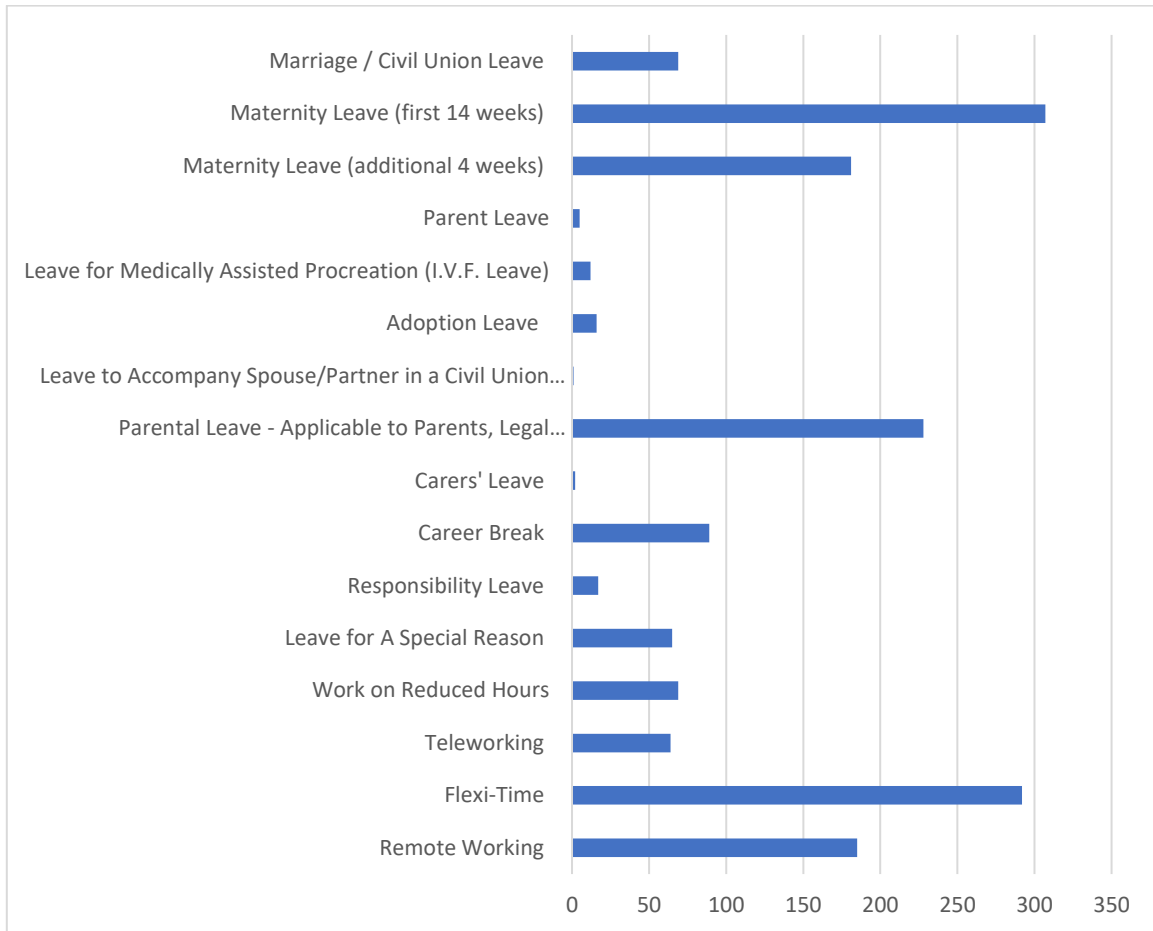
(Ministry for Foreign and European Affairs and Trade)



In MFET, Remote Working followed closely by Teleworking are the most popular measures. Compared to last year, Remote Working gained significant popularity in this Ministry.

## 5.6 MEYR

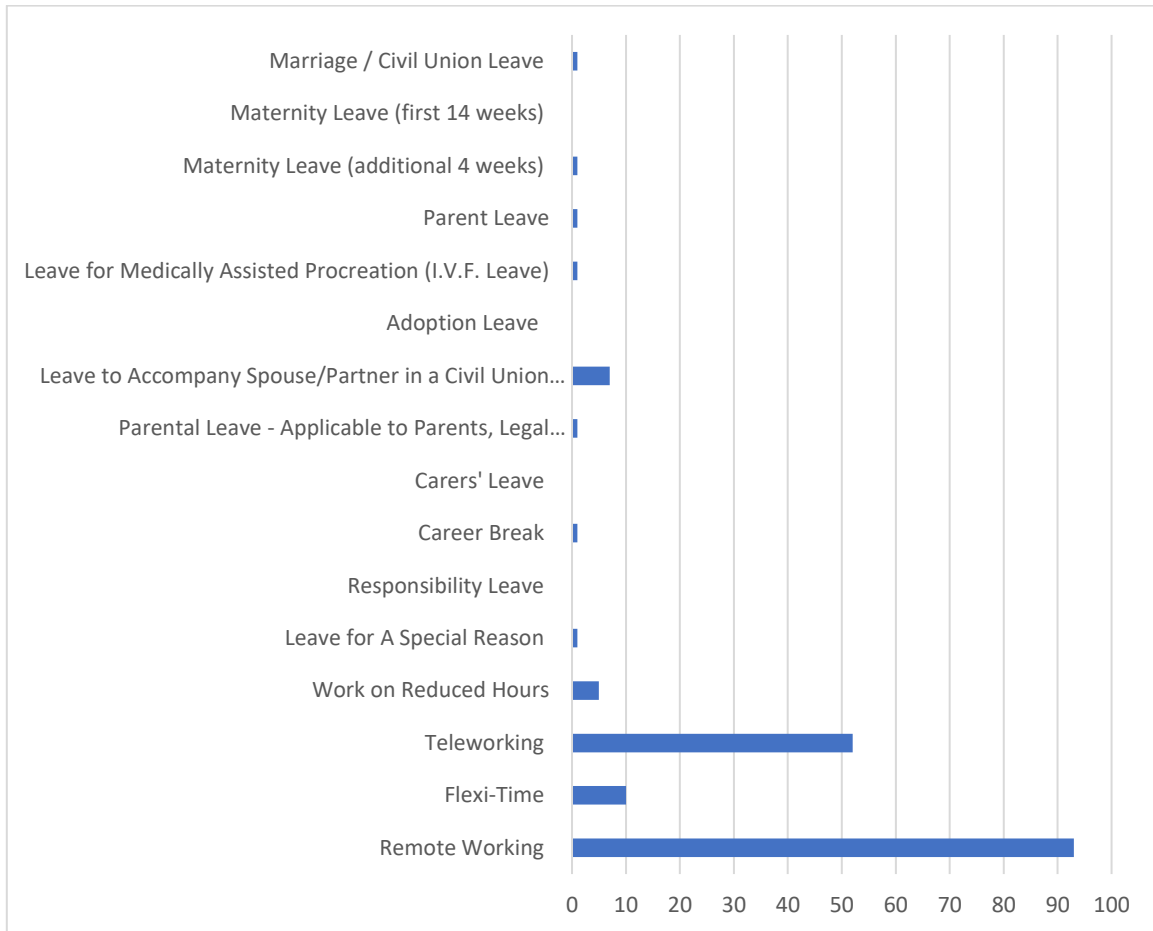
(Ministry for Education, Sport, Youth, Research and Innovation)



In MEYR, Flexi-Time, Maternity Leave and Parental Leave are the most popular measures.

## 5.7 MEEE

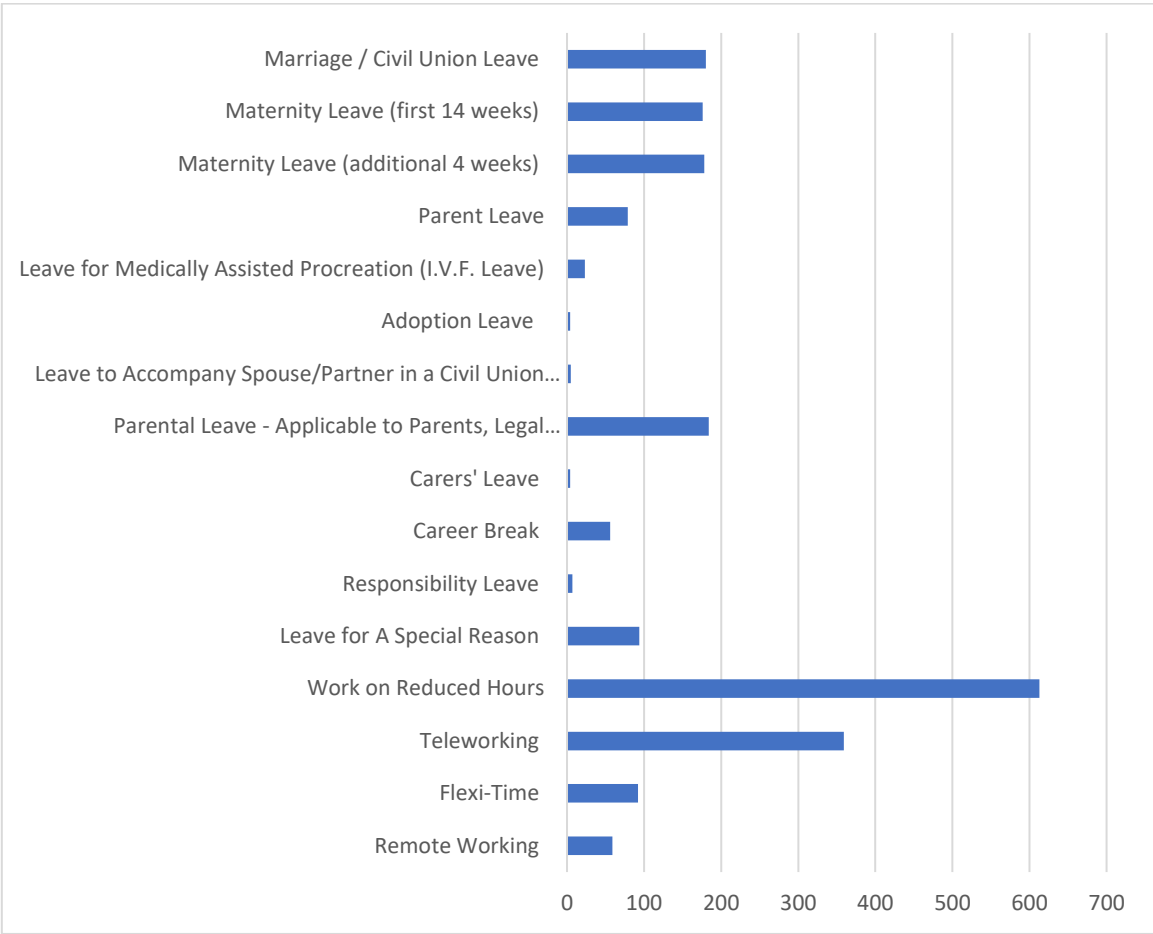
(Ministry for the Environment, Energy and Enterprise)



In MEEE Remote Working and Teleworking are the most popular measures.

### 5.8 MFH

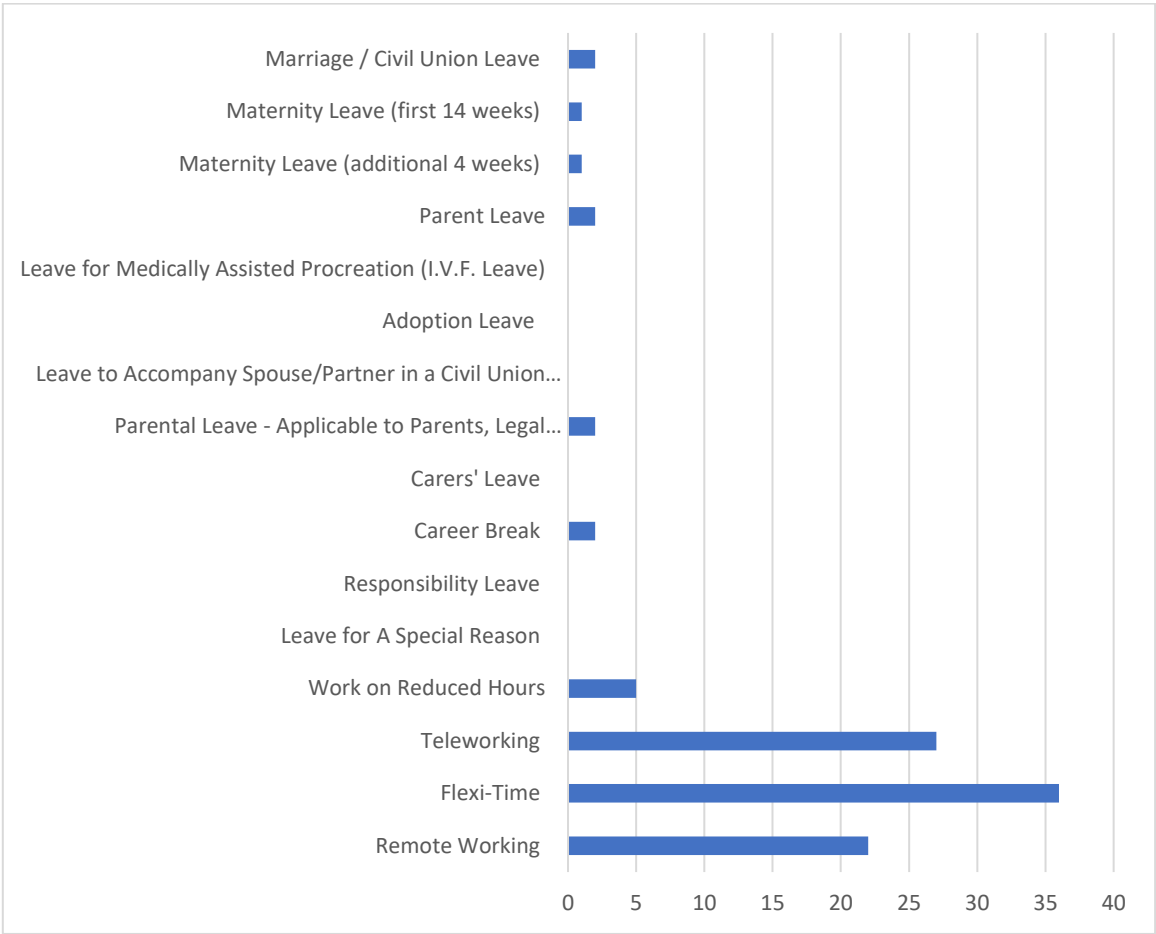
(Ministry for Health)



In MFH Reduced Hours is the most popular measure, similar to the previous year.

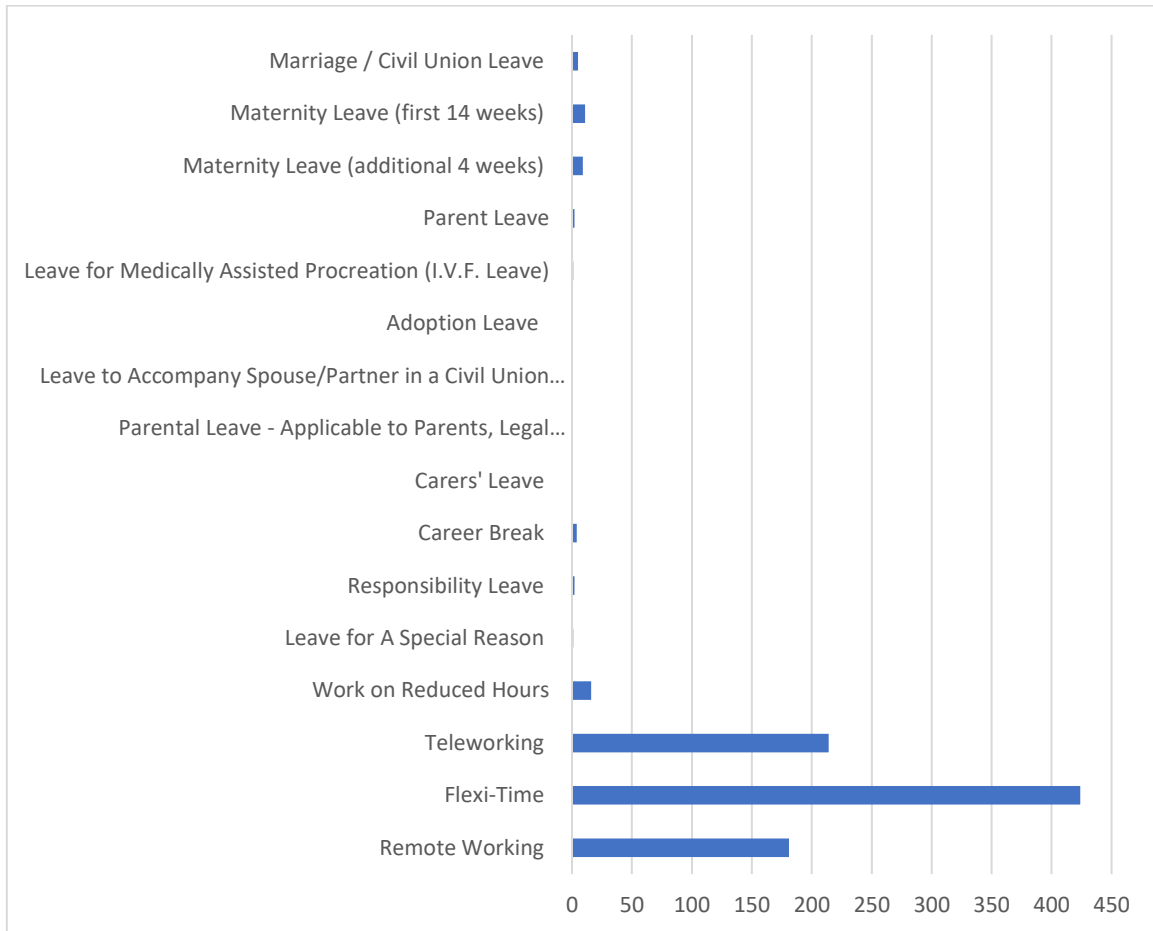


5.9 MFJ  
(Ministry for Justice)



Flexi-Time, Teleworking and Remote Working are the most popular measures in the MFJ.

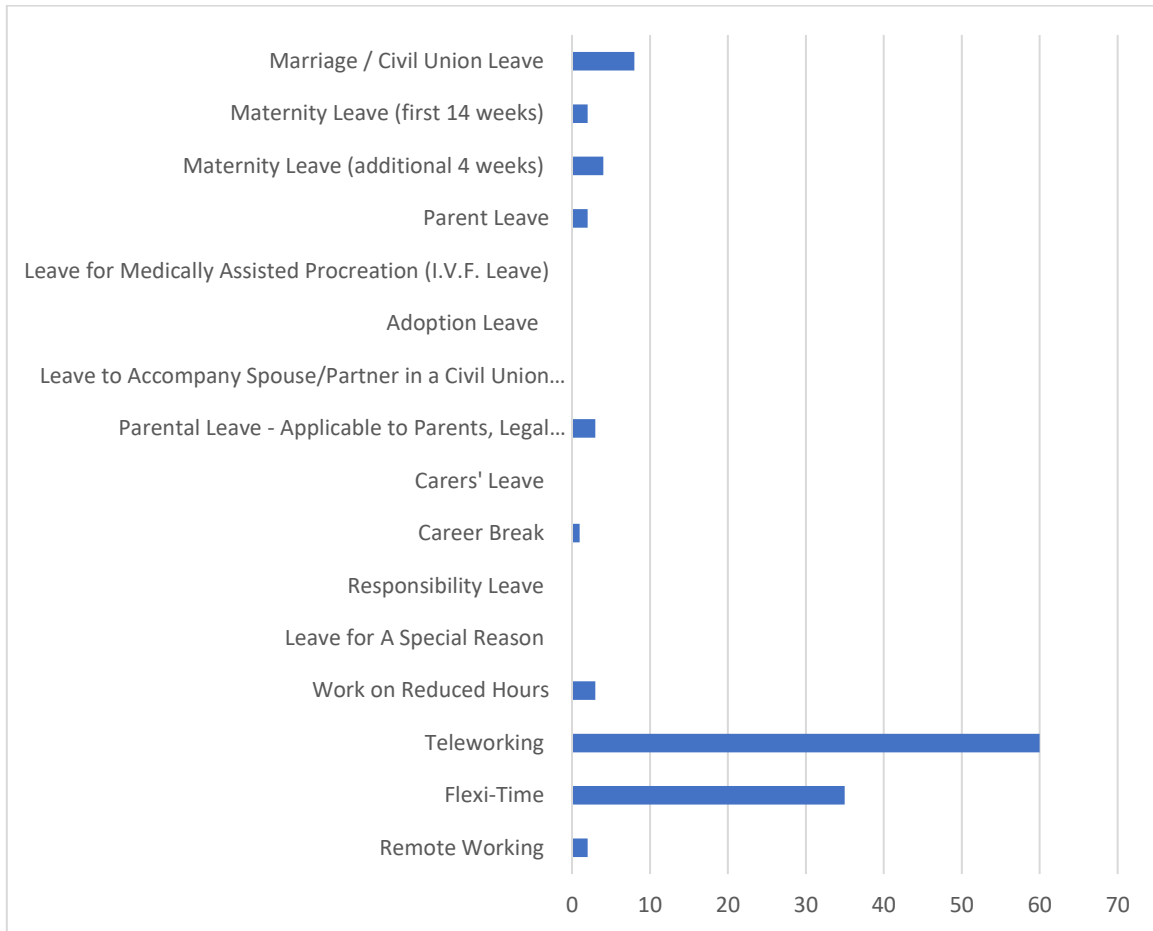
## 5.10 MGOZ (Ministry for Gozo)



Flexi-Time, Teleworking and Remote Working are the most popular measures in the MGOZ. Remote Working increased in popularity from the previous year.

## 5.11 MHAL

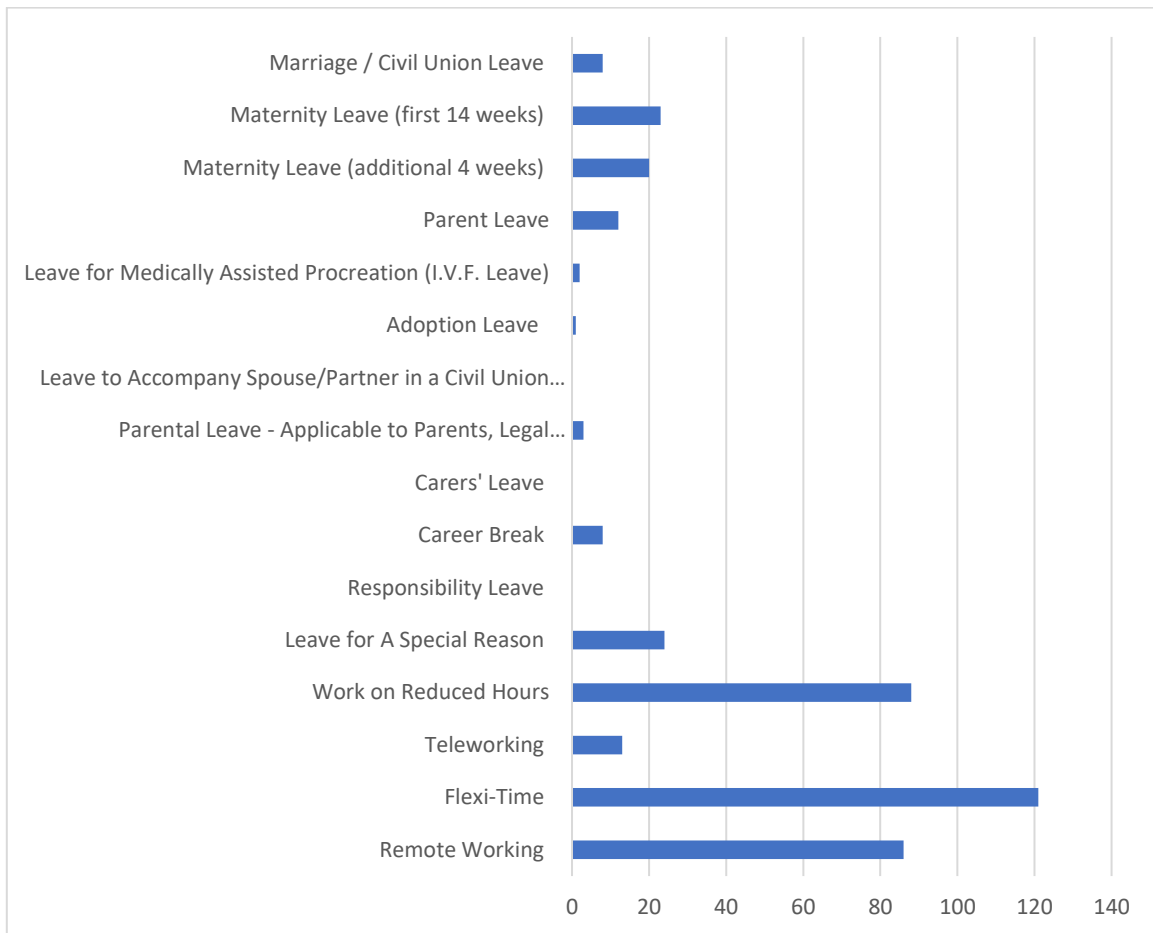
(Ministry for the National Heritage, Arts and Local Government)



Flexi-Time, Teleworking and Remote Working are the most popular measures at MHAL.

## 5.12 MHSR

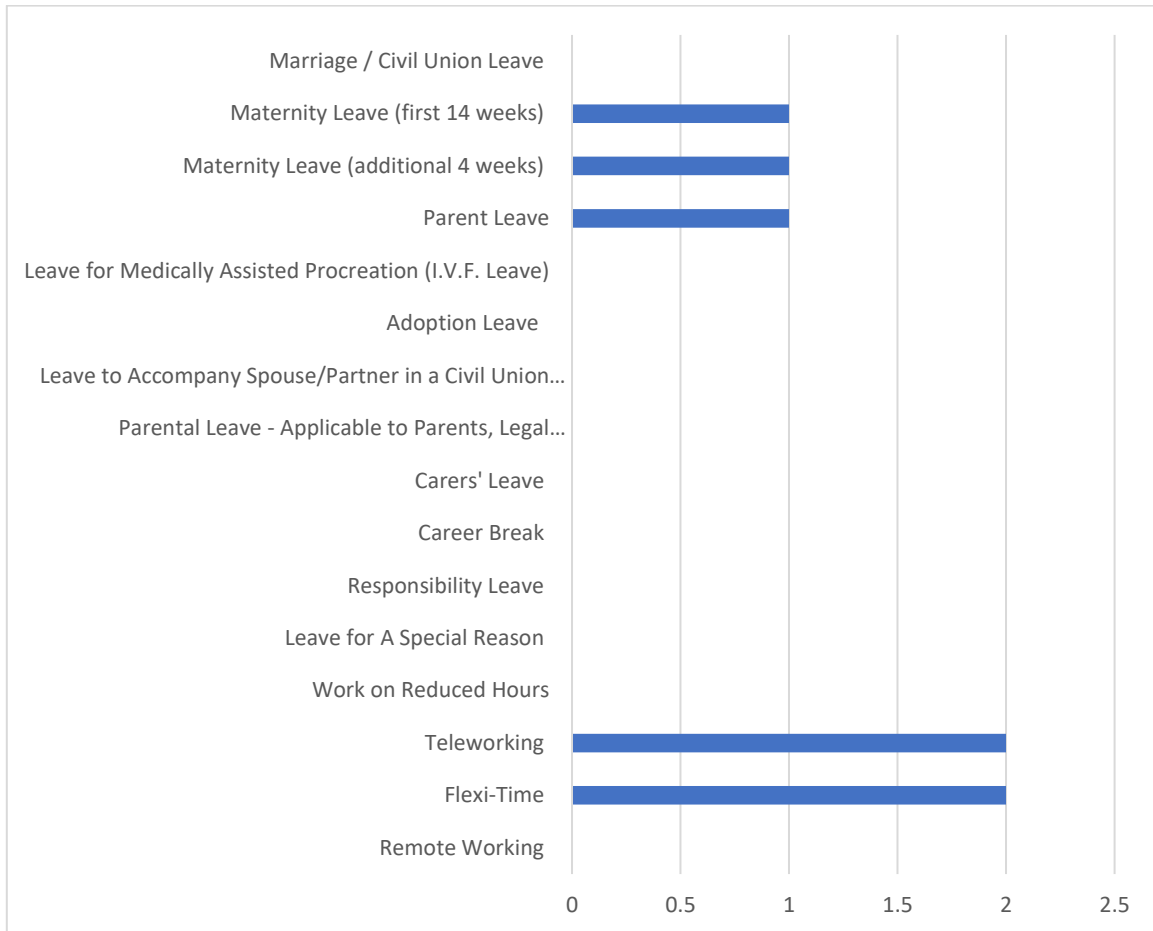
(Ministry for Home Affairs, Security, Reforms and Equality)



Flexi-Time, Reduced Hours and Remote Working are the most popular measures at MHSR.

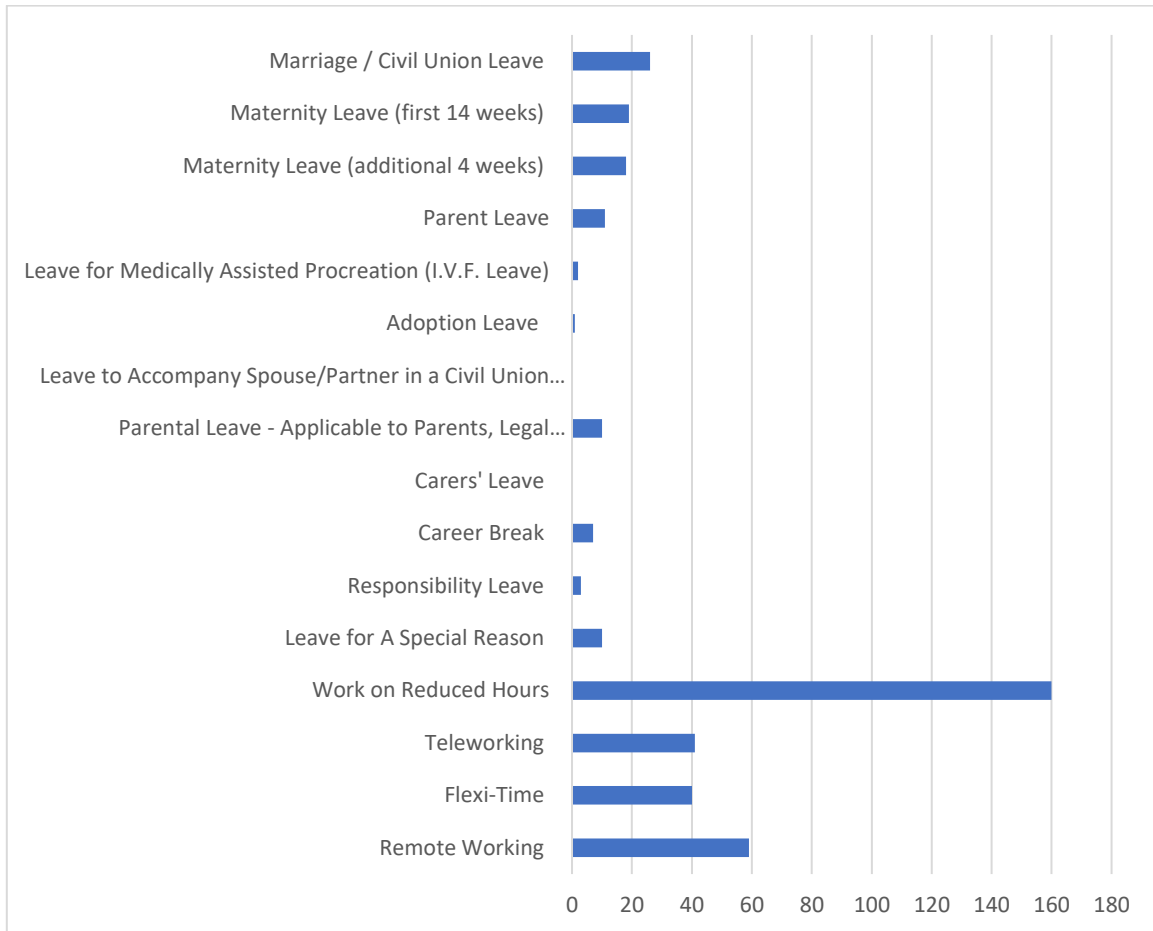
### 5.13 MIVC

(Ministry for Inclusion, Voluntary Organisations and Consumer Rights)



The number of employees availing from the work-life balance measures is quite low. This could be attributed to the fact that MIVC is relatively a small Ministry. The most popular measures are Teleworking and Flexi-time.

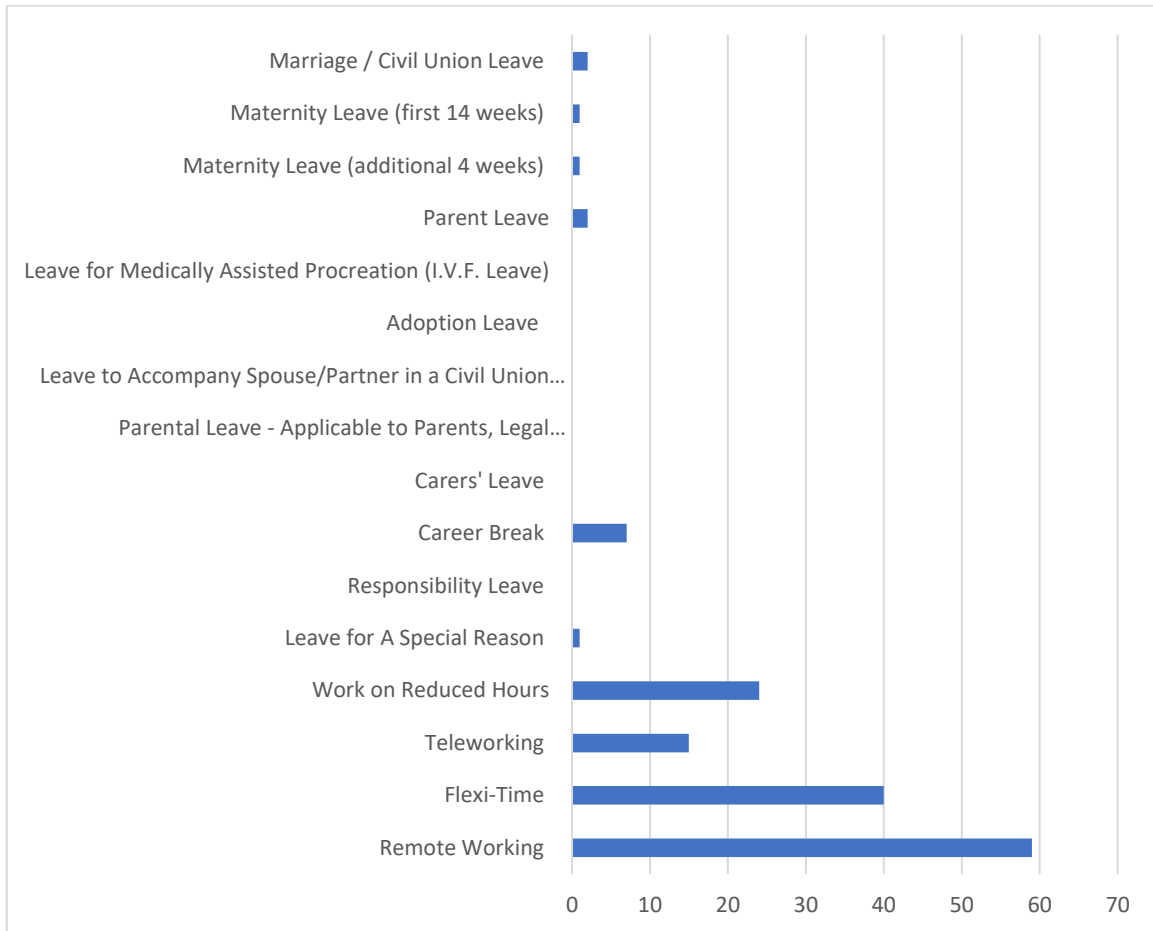
## 5.14 MFAA (Ministry for Active Ageing)



Reduced Hours is by far the most popular measure used in MFAA, reflecting last year's trend.

## 5.15 MSPC

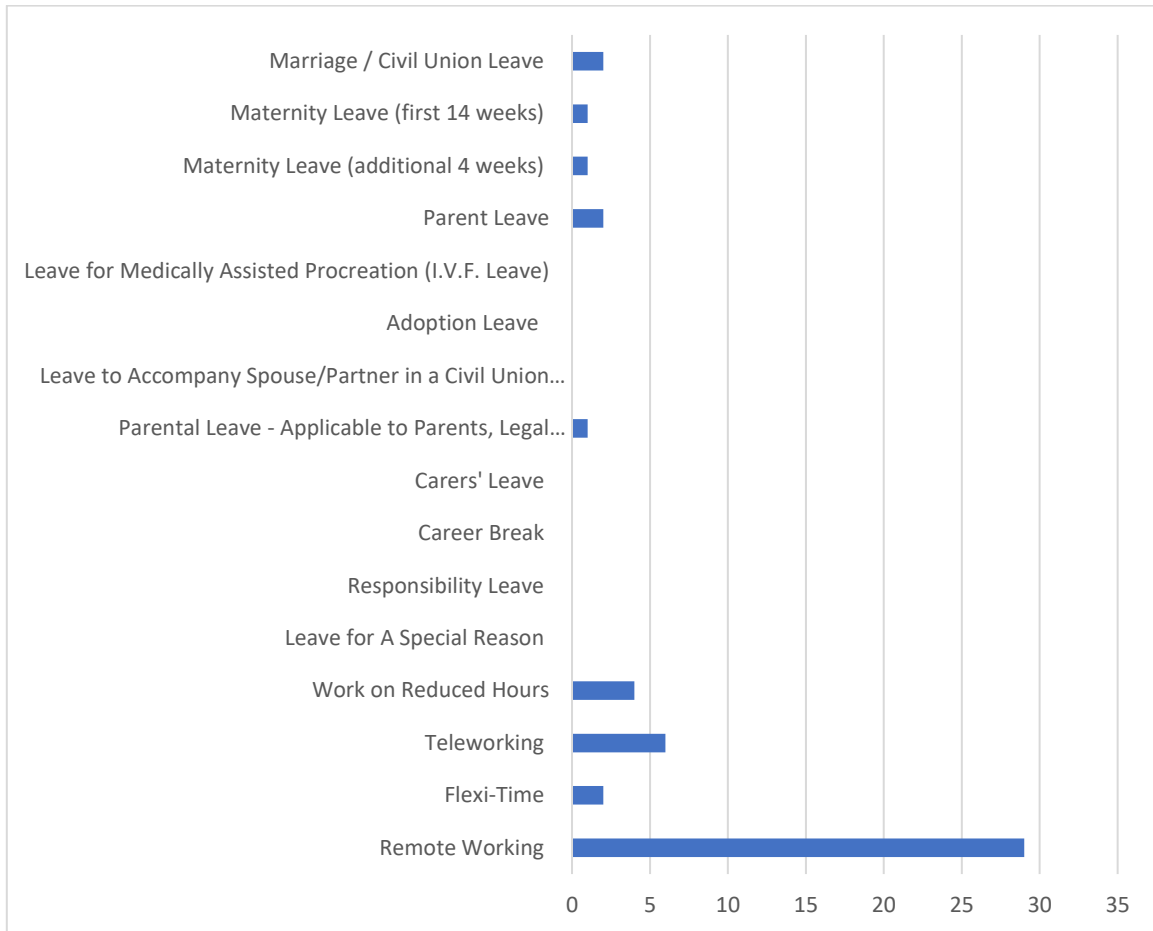
(Ministry for Social Policy and Children's Rights)



Remote working and Flexi-Time are the most popular measures used in MSPC. However, whilst the number of employees using Telework has decreased, the number of employees using Remote Working has increased compared to last year.

## 5.16 MFT

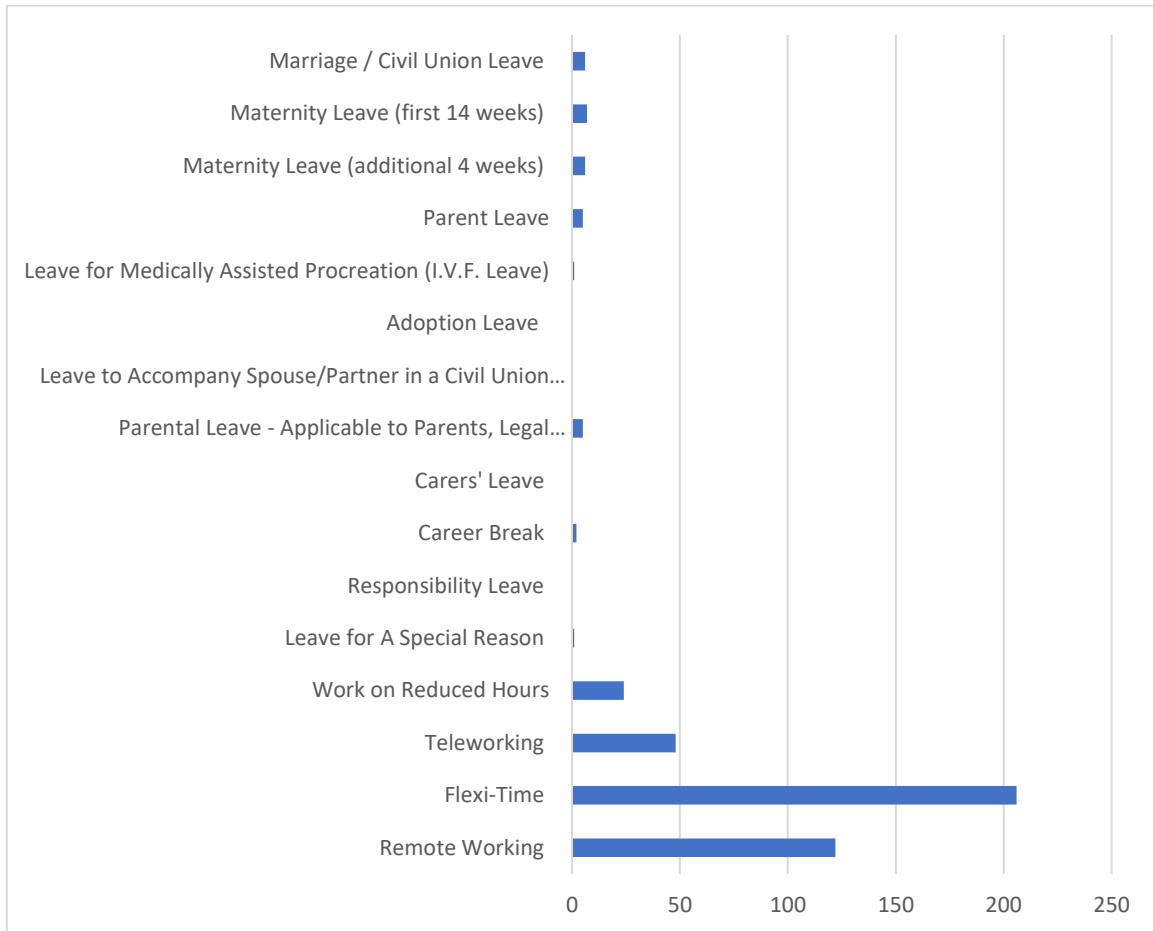
(Ministry for Tourism and Consumer Protection)



Compared to the previous year, the amount of employees using remote working has drastically increased, making it the most popular measure within the Ministry.

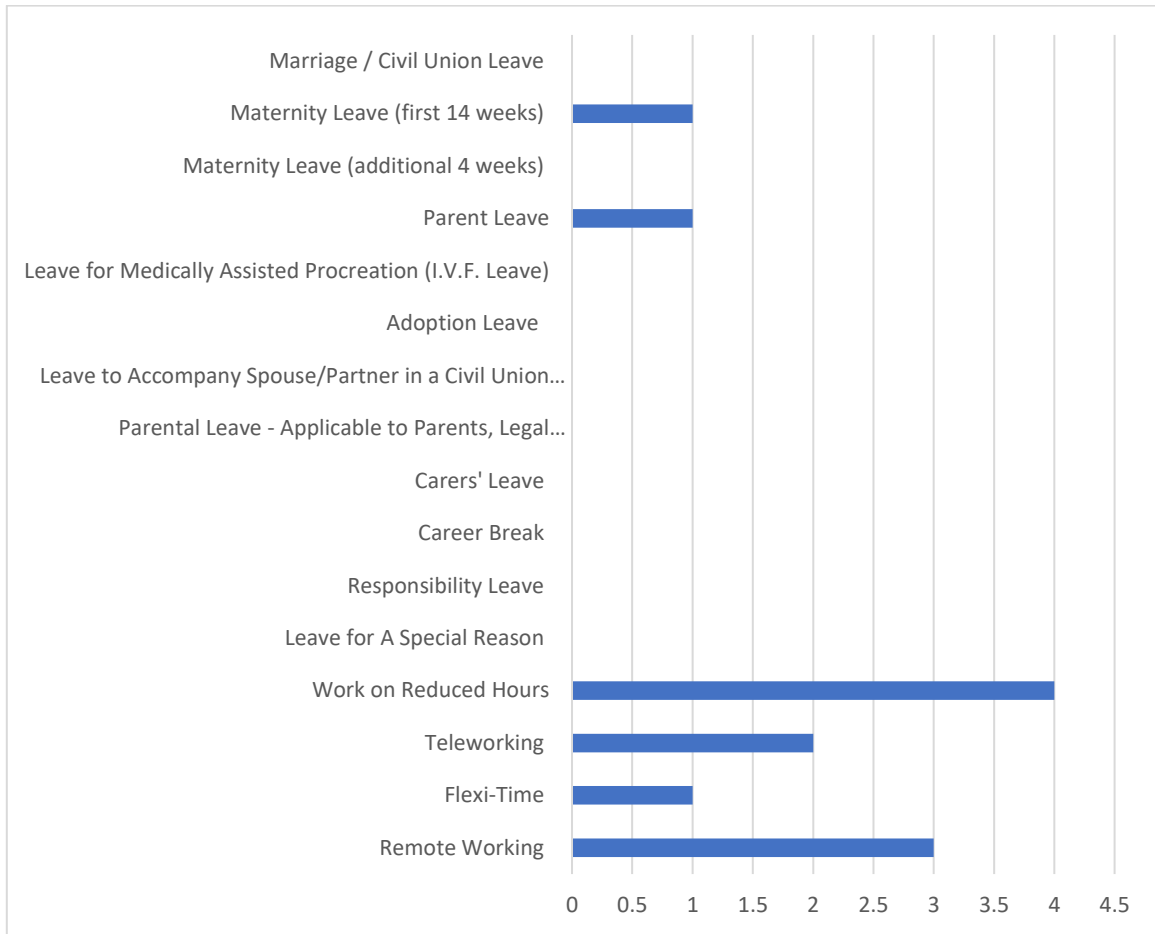


### 5.17 OPM (Office of the Prime Minister)



Flexi-Time and Remote Working are the most popular measures used by employees at OPM. Similar to other Ministries, the number of persons availing themselves from teleworking decreased, whilst the number of employees using Remote Working increased.

5.18 OPR  
(Office of the President)



The number of OPR employees using work-life balance measures is low, reflecting last year's trend.

## Conclusion

Similar to previous years, this report shows that the most requested work-life balance measures are Remote Working, Flexi-time and Reduced hours. There was a decrease in the utilisation of Teleworking, which could be attributed to the introduction of Remote Working and the phasing out of Teleworking.

The year 2022 saw the introduction of new and enhanced work-life-balance measures namely, ten (10) working days Parent Leave, two (2) months paid Parental Leave, as well as Carer's Leave.

In the year 2022 there was an increase of 9.19% in the utilisation of work-life balance measures from the previous years.