

Work-Life Balance Managers and Leaders

What is healthy work-life balance?

Having a healthy balance means that neither the demands of work nor the demands of personal family life overwhelm the other.

Benefits of Investing in Healthy Work Life Balance Initiatives

- improved staff moral and job satisfaction
- higher productivity
- improved staff retention and easier recruitment
- improved health and wellness - Lower rates of absenteeism and presenteeism
- fewer conflicts and grievances
- reduced benefit costs and claims, short and long term disability costs
- improved customer satisfaction
- increased Return on Investment (ROI) annually per employee

Managers and leaders should ensure:

- health and wellness is a priority in your workplace
- employees understand that they are the company's most valuable asset
- clear communication to all employees to keep them informed of company decisions
- that employee job satisfaction is assessed regularly
- leadership education is provided for all employees being promoted
- all employees clearly understand their job description and work expectations
- reward and recognition are part of the workplace culture
- e-mails, meetings and reports are clear, concise and kept to a minimum
- employees take their allotted breaks, meal times and vacations
- praise is given for performance that is well-done
- feed-back is always timely, supportive and is helpful to the employee grow

To help all employees manage work-life balance, employers, managers and leaders should consider:

- innovative leave policies – for parental leaves, sick days, vacation, time-off in lieu of overtime, personal days, family care days, education, community service, volunteering
- flexible time so employees can attend medical appointments and preventive screening programs
- providing on-site training and education opportunities - topics such as stress, nutrition, tobacco use, physical activity, communication, conflict resolution etc.
- ensuring proper training for leaders being promoted
- providing reward and recognition programs - ensure on-going feedback to staff regarding their performance
- providing on-site health and wellness education, resources and opportunities
- creating opportunities for social interaction - provide team building and other social opportunities
- providing financial assistance for fitness memberships, purchase of equipment etc.
- as work permits, allowing staff to control their own job priorities and time needed
- keeping work travel to a minimum
- eliminating unnecessary e-mails, meetings or reports
- allowing staff to control their own time and priorities when possible
- reducing unnecessary work-related travel

Information adapted from,

Canadian Centre for Occupational Health and Safety (CCOHS)
http://www.ccohs.ca/oshanswers/psychosocial/worklife_balance.html

Canadian Mental Health Association (CMHA)
http://www.cmha.ca/mental_health/information-for-employers-2/

Middlesex London Health Unit,
<https://www.healthunit.com/workplace-health>

For more information, contact:

Middlesex London Health Unit, Health at Work 4 All! program coordinator at 519-663-5317 ext. 3333