

EMPLOYER

Link to Learn

Balancing Work and Home - Discover the benefits of family-supportive workplaces for employers and employees. www.ottawa.ca

Winning Work Places - For small and midsize employers. Learn how supporting work-life balance is an effective retention tool and increases productivity. www.winningworkplaces.org

Better Balance, Better Business: Options for Work-life Issues - This document presents solutions that benefit employers and employees, as well as a step-by-step plan. www.alis.gov.ab.ca

Bringing Health to Work - Access trustworthy, practical, and relevant workplace health information for employers, employees, and practitioners. www.ccohs.ca/healthyworkplaces/

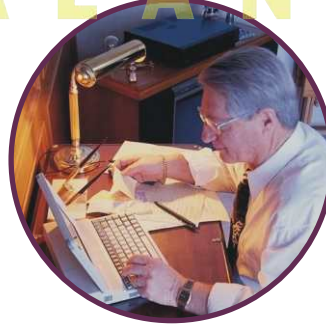
JobQuality.ca - This website features research, news and resources to support employers in creating healthy work-life balance in their workplaces. www.jobquality.ca

Work-Life Balance in Canadian Workplaces - Information and resources to help employers implement work-life balance programs and policies. Answers to the most frequently asked questions that employers have regarding work-life balance. www.sdc.gc.ca See also: www.gov.on.ca

Conference Board of Canada - Impact of work-life balance programs and policies on recruitment and retention. www.conferenceboard.ca

Centre for Families, Work, and Well-being, University of Guelph - Provides strategic research, best practices, policy analysis, and examples for the healthy integration of work and family responsibilities. www.worklifecanada.ca

B W O R K - L I F E B A L A N C E



Community Connections

In Hamilton the following organizations can support work-life balance initiatives in your workplace:

Workplace Health, City of Hamilton
Tel: 905-546-2424 x 3065
www.city.hamilton.on.ca

Canadian Centre for Occupational Health & Safety
Tel: 905-572-2981
www.ccohs.ca

Hamilton Training Advisory Board
Tel: 905-521-5777
www.htab.ca

Funded by:



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Finding BALANCE

*An Employer's Guide
to Understanding &
Implementing Work-Life Balance*

Work-life balance in your workplace will:

- Increase levels of production
- Attract and retain skilled employees
- Reduce stress and absenteeism
- Improve morale and teamwork
- Build diversity in skills

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Hamilton Training Advisory Board
Commission consultative sur la formation à Hamilton

CCOHS CCHST
Canadian Centre for Occupational Health and Safety • Centre canadien d'hygiène et de sécurité au travail

Work-life Balance

Work-life balance refers to the goal of integrating work into your overall life in a way that supports your physical, emotional and social sense of well being.

Employees are achieving work-life balance when they are able to fulfill their multiple responsibilities at work, at home, and in the community without stress, guilt, or regret.

Employees experience work-life “conflict” when work life and home life interfere with one another and neither is healthy or productive. In this situation, employees may experience stress, fatigue, and absenteeism. The end result is a lose/lose situation for employers and employees.

Here are a few of the employer benefits of work-life balance initiatives:

- Increase in service coverage and capacity to meet work targets
- More effective workload management, reduced interruptions and distractions in the workday
- Increase in employee commitment, satisfaction and resiliency
- Reduction in stress, absenteeism, and number of short term disability claims
- Increase in scheduling flexibility to help meet customer demand

2. Involve all levels of staff in planning a work-life balance initiative. Find out what your employees' needs and concerns are through surveys or focus groups. Be clear about the intentions and goals of a work-life balance program in your workplace.

3. Decide on your work-life balance initiative. Develop policies, tools, resources, and training (if needed) to put it into practice. Launch and monitor the initiative for a trial period.

4. Review and evaluate your new work-life balance practices. Consult with employees to measure effectiveness and levels of satisfaction. Act on recommendations and review the initiative regularly to gauge its effectiveness.

Work-life Balance & the Workplace

Research shows that 83% of employers cite stress as the major health risk to their organizations. In fact, 60% of the total cost of workplace accidents and 40% of staff turnover can be attributed to stress.

Work-life balance is, quite simply, good for business. Research shows that work-life balance programs and policies in the workplace directly contribute to reduced stress and absenteeism, enhanced productivity, and a competitive recruitment/retention strategy.

Making Work-life Balance Work for Employers

Commitment and input from both senior management and employees is essential to the success of work-life balance programs. The following is a general guide to implementing work-life balance in your workplace. For more information see *Link to Learn* in this brochure.

1. Assess your workplace. Can you make a business case for introducing work-life balance initiatives? Examine absenteeism, accountability, recruitment & retention, and productivity. Could a commitment to work-life balance make a difference? Consider how the work environment will be affected.

The following are examples of the types of work-life balance initiatives that may benefit your workplace:

- Workplace Flexibility, e.g. *annualized hours, flextime, compressed work weeks, telework*
- Reduction of Working Time, e.g. *gradual retirement, voluntary part-time work, job sharing*
- Dependent Care Initiatives, e.g. *emergency child care and eldercare, workplace child care, local referral and support information*
- Work-Life Stress Management, e.g. *employee assistance programs, wellness/health promotion*
- Leave & Benefits, e.g. *vacation, leave for personal reasons, sick leave, parental leave, maternity leave, flexible benefits, paternity leave, community service, education/training*

