

# EMPLOYEE

## Link to Learn

**Balancing Work and Home** - Discover the benefits of family-supportive workplaces for employers and employees. Features work-life balance tips. [www.ottawa.ca](http://www.ottawa.ca)

**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](http://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/](http://www.ccohs.ca/healthyworkplaces/)

**Work & Family, Vanier Institute** - Examines the impact on families and suggests strategies for finding balance. [www.vifamily.ca](http://www.vifamily.ca)

**Work-Life Balance and New Workplace Challenges** - Answers to the most frequently asked questions that employees have regarding work-life balance. [www.sdc.gc.ca](http://www.sdc.gc.ca) See also: [www.gov.on.ca](http://www.gov.on.ca)

**Canadian Health Network** - Website offers healthy living, disease and injury prevention, including workplace health web resources. [www.canadian-health-network.ca](http://www.canadian-health-network.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](http://www.worklifecanada.ca)

# WORK-LIFE BALANCE



## 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](http://www.city.hamilton.on.ca)

**Canadian Centre for Occupational Health & Safety**  
Tel: 905-572-2981  
[www.ccohs.ca](http://www.ccohs.ca)

**Hamilton Training Advisory Board**  
Tel: 905-521-5777  
[www.htab.ca](http://www.htab.ca)

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# Finding BALANCE

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

**Work-life balance in your workplace can help you:**

- Reduce stress
- Improve your health
- Enjoy job satisfaction
- Achieve career and personal goals
- Improve your quality of life

Presented by



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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.

You are achieving work-life balance when you are able to fulfill your multiple responsibilities at work, at home, and in the community without grief, stress, or negative impact.

You are experiencing work-life “conflict” when your work life and your home life interfere with one another and neither is healthy or productive. You may feel that you have too many things to do and not enough time to do them. In this situation, you may experience stress, fatigue, and illness. The end result is a lose/lose situation for both you and your employer.

Do any of the following sound familiar? If “yes”, you may be experiencing work-life conflict:

### At Work:

- Long hours at work
- Heavy workload
- Tight deadlines
- Organizational changes, e.g. downsizing
- Business travel/commute to and from work
- Training or equipment needs not being met

### At Home:

- Child care demands
- Caring for older relatives
- Demands of family & social relationships
- Community commitments
- Taking care of yourself e.g. illness, continuing education
- Home maintenance/housework

## Work-life Balance & You

Your personal well-being is the key to achieving work-life balance. Consider these tips for helping you find balance:

- Take care of yourself by remembering to eat well, be active, and take time out when you need it.
- Seek support from others whether at home, at work, or in the community.
- Consider work-life balance initiatives in your workplace.
- Improve communication at home through a message board, family meetings, or planning for time with your family.
- Manage your day: list priorities and cross them off as you do them or share tasks with other family members.
- Be realistic. Acknowledge your successes and know that no one can “do it all”.
- Learn to say “no”.

## Work-life Balance & the Workplace

*More than one third of working Canadians cited too many demands on their time or too many hours at work as the most common source of stress in the workplace. (Health Canada)*

A workplace that is sensitive to work-life balance can help employees achieve job satisfaction and feel in control of their lives. The success of any work-life balance initiative is dependent on collaboration between employees and management.

Here are a few of the ways that you can demonstrate your interest and commitment to work-life balance in your workplace:

- **Be very clear about your goals.** What does work-life balance look like for you and what do you need to achieve those goals?
- **Do your homework.** What types of work-life balance programs, policies, and benefits exist? The following examples and the websites in the *Link to Learn* section will give you a place to start:
  - 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*
- **Identify best practices.** What work-life balance programs have worked well and why? Why have some of these programs failed?
- **Present your idea for a work-life balance initiative from your employer’s perspective.** Give your employer something concrete to consider, evaluate, and approve by focusing on how the initiative will help the organization meet their objectives.
- **Participate and evaluate.** Take responsibility for your ongoing contribution to the success of any work-life balance initiative.

*\*Excerpt from Work/Life Balance and New Workplace Challenges*

