

## Psychosocial Factor 11

# BALANCE

**Balance** is represented in a workplace where there is emphasis on the importance of work/life balance. Everyone has multiple roles: manager, employee, parent, partner, etc. This complexity is enriching and allows fulfillment of individual strengths and responsibilities, but conflicting responsibilities can lead to role conflict and overload.



### Balance: Where to Start?

#### Take Action!



**Represent positive work/life balance behaviour** by taking time for yourself and your mental health, such as taking your allocated breaks and entitled leave, as well as signing up for the [Canadian Innovation Centre for Mental Health in the Workplace](#).



**Provide training opportunities** for your supervisors to support both themselves and their employees in the management of work/life balance (see Canada School of Public Service Courses listed below).



**Allow flexible work arrangements to enhance work/life balance** where possible, such as compressed work schedules, telework agreements, variable work hours, part-time work, and combination of leave and work, as per the provisions of their Collective Agreements or Terms and Conditions of Employment.



**Encourage your employees to take breaks and avoid working overtime** to prevent [job burnout](#) by reminding them not to check their work email on weekends and/or stopping by their desks at lunch and suggesting that they take a break.



**Advise your employees to track any overtime work and follow-up with them** to make sure they are compensated for their overtime hours, and encourage them to take their compensatory leave for time off work when needed.

#### Additional Resources:

- ◆ Canada School of Public Service Courses
  - ◆ [Taking Stock of Your Work/Life Balance \(WMT214\)](#); and
  - ◆ [Staying Balanced in a Shifting World \(WMT210\)](#)
- ◆ [Terms and conditions of employment for public service employees](#)
- ◆ [Directive on Leave and Special Working Arrangements](#): Leave with Pay or Time off Work with Pay; Leave Without Pay; Pre-Retirement Transition Leave; Leave with Income Averaging
- ◆ [Directive on Terms and Conditions of Employment for Certain Excluded/Unrepresented Employees](#): Hours of work; Advance of sick leave; Management leave
- ◆ [Balance - Workplace Strategies for Mental Health](#): Facilitator's Guide, Presentation Slides, Participant handout

To assess each psychosocial factor, you may use the [Organizational Review Worksheet](#) and [Survey Tool](#) provided by Guarding Minds at Work.

Developed in collaboration with the [Centre of Expertise on Mental Health in the Workplace](#).