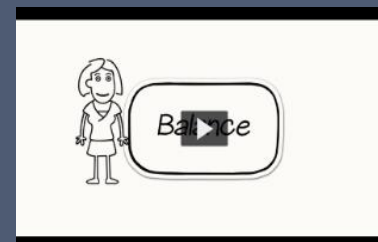


Psychosocial Factor 11

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
 - ♦ [Optimizing Your Work/Life Balance: Analyzing Your Life Balance \(X039\)](#);
 - ♦ [Taking Stock of Your Work/Life Balance \(W015\)](#);
 - ♦ [Optimizing Your Work/Life Balance: Taking Control of Your Stress \(X040\)](#); and
 - ♦ [Staying Balanced in a Shifting World \(W013\)](#)
- ♦ [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, Facilitator Video, Participant Video

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](#).