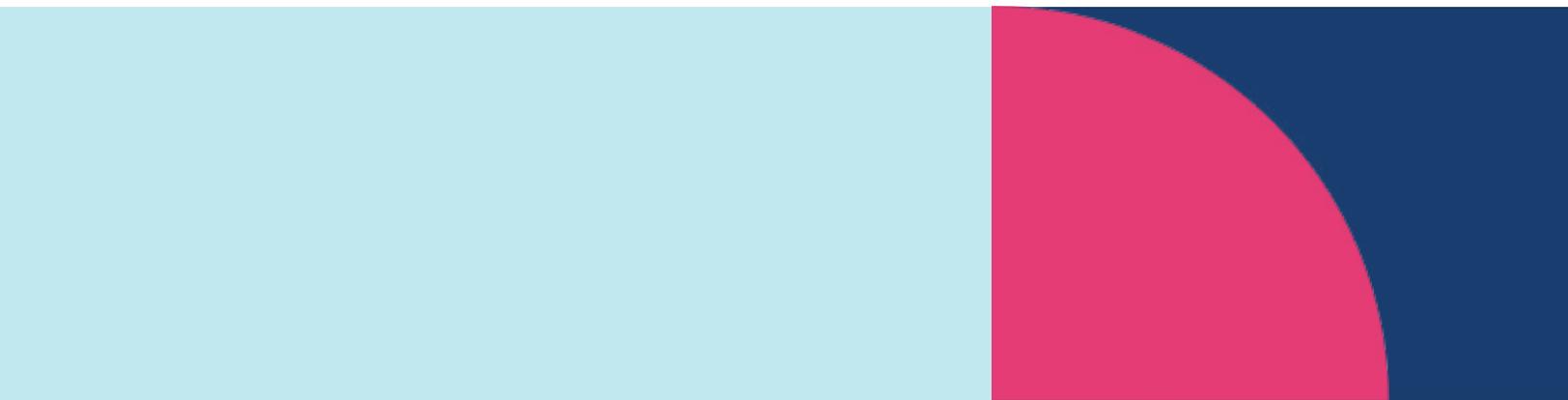


The Ultimate Work-Life Balance Initiatives Checklist for Employers

EmPower HR



What's holding you back?

When it comes to creating a work-life balance, it's time to go all in! Learning to let go will pay dividends in building a dedicated, motivated and inspired staff.

Encouraging a work-life balance can prevent your employees from working exhaustive late nights and becoming part of the **68%** of employees who consistently work on the weekend.¹ (That's a fast track to employee burnout!)

It's a real problem.

Employers, if you don't address your overworked employees, you risk a staffing shortage and losing your top talent to competitors.



39%

39% in the business sector cited work-life balance as the most important element of their job in 2022.²

60%

60% of employees in 2021 reported negative impacts of work-related stress, including lack of interest, motivation, or effort at work.³



1 in 5 employees left a job because their employer didn't support their well-being.⁴



When You Achieve Better Work-Life Balance, Everyone Wins

Employee Benefits	Employer Benefits
<ul style="list-style-type: none">→ Improved employee retention→ Better employee productivity→ Good corporate image→ A more engaged workforce→ Lower staff turnover	<ul style="list-style-type: none">→ Better job satisfaction→ Increased motivation→ Less stress in the workplace→ Reduced employee burnout→ Better health and peace of mind

The Work-Life Balance Self Assessment Checklist

It's time for a hard look in the mirror. Use our employer checklist below to see what work-life balance initiatives you're using – assess your strengths and where you can improve.

Check the box next to each work-life balance program your company currently provides. Look for gaps—are you strong in health and wellness programs but lacking in child care or training initiatives?

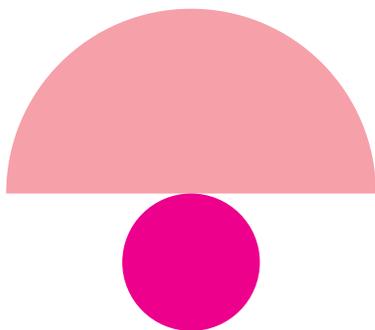
If you're excelling, great! If you find you're lacking in some areas, use this list to start the discussion about offering new work-life balance initiatives.

Health and Wellness

If your employees spend most of their time sitting in front of a screen, encourage them to get moving! Work can be overwhelming, and it's only healthy to break away for a bit.

Does your company sponsor any of the following health initiatives?

- Employee assistance program (EAP)
- Telehealth services included in the company healthcare plan
- On-site fitness center
- Discounts to local fitness centers
- On-site health screenings
- Flextime for annual physicals or immunizations
- Health and wellness seminars
- Parking or commuter benefits
- Memberships to sports or fitness clubs (softball, running)
- Company-wide break time
- Team or individual meditation
- Promote awareness of walking/running routes near the office
- Safe bike storage for bike commuters
- Access to nutritional counseling



Child Care

When it comes to benefits the employees are looking for in a new job, child care benefits are taking the top spot.

Take a pulse on your support for working parents. You need to make sure that you're giving them enough time to focus on their #1 priority – their children.

Do you offer any of the following?

- On-site daycare
- Discount to local daycare
- Child care referral services
- Emergency backup childcare resources
- Child-friendly office
- Special needs childcare referral services
- Childcare subsidies
- Summer activities/camps
- After school program flex time

Parenting

Providing stellar benefits for maternity, paternity, and spousal leave will ensure that you're supporting your whole staff the best you can.

Your competitors looking to steal your top talent will shudder at the below benefits:

- On-site parenting support
- Maternity leave policy
- Competitive paternity leave
- Workplace seminars
- Support referral services
- Scholarships for college-age dependents
- Employer match 529 plan
- College referral services

Eldercare

This benefit is often overlooked! Eldercare benefits can help boost productivity, bolster loyalty and retention. Helping your employees through this difficult time shows them how much you care.

Check any of the initiatives you have below:

- FMLA faqs are available to employees
- A professional eldercare consultant
- Resources such as educational webinars, booklets, videos, etc.
- Flextime for appointment scheduling related to a loved one's care needs
- Long-term care insurance
- In-home care assessments

Development/ Training

It's a win-win. With proper training and development, you can turn your employee's weaknesses into strengths and your employees can excel. They'll appreciate you helping them level up their skills. (More personal growth please!)

Ask yourself, do you offer any of the following?

- Tuition reimbursement
- On-site training
- Web-based skills training
- On-site job advancement seminars
- Paid admission to webinars/seminars
- On-site skills advancement

Workplace Flexibility

Workers value employers who empower them to manage their own time. You should encourage your employees to have the freedom to choose their own schedules and work locations. Audit yourself.

Do you offer any of the initiatives below?

- Flextime
- Part-time
- Compressed workweek
- Alternative work sites
- Seasonal schedules
- As-needed work from home
- Time off for family activities
- Time off for parent/teacher meetings
- Job sharing
- Unlimited PTO
- Phased return-from-leave and improve performance. So check yourself. Do you offer any of the following initiatives?
- Team-building training
- Diversity initiatives
- Women's advancement initiatives
- Bring your children to workday
- Company-sponsored activities
- Company-provided event tickets
- Work environment initiatives
- Company picnics
- Company parties
- Community outreach
- Holiday bonuses
- Shared leave program (donate vacation)
- Matching gift program
- Volunteer program

Time Off

Your employees are balancing a fulfilling job and personal life. It's up to you to encourage your staff to take time off so they can destress. It allows them to refocus themselves and be at their best when they return to work!

Check how your PTO policies square up with the below initiatives:

- Paid holidays
- Unlimited personal/vacation days
- Sabbaticals
- Paid time for volunteer work
- Paid family leave
- Paid general leaves of absence
- Short-term disability
- Long-term disability

Financial Support

Sure, you're giving your employees financial support. (And who doesn't love the biweekly paycheck?)

But it's the little perks: great retirement plan options, access to an advisor, and financial wellness assessments that make them want to stay.

Check any of the below programs your company is using to amp up the financial well-being of your workforce:

- Educational scholarships
- Personal financial planning services
- Adoption assistance
- Tuition reimbursement
- Retirement planning learning opportunities
- Income tax services
- Income-advance programs
- Rainy day account

Workplace Culture

Activities that involve your whole team encourage team bonding. Even simple events, like hosting a staff lunch, builds trust and improve performance. So check yourself.

Do you offer any of the following initiatives?

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The Next Steps

Now that you've checked all the boxes – how do your work-life balance initiatives stack up? If you're seeing plenty of gaps, it may be time to start thinking about creating your own workplace initiatives.

The next step is to assess what you can do to help your employees rebalance their work and personal life.

Level Up Employee Morale

No matter what initiatives you choose to implement, be sure to use the new initiative to make your employees feel special.

Promote work-life balance as a way to recognize your top performers for all of their hard work.

A job well done deserves time to focus on their work and enjoy their personal time. By improving the balance, you're boosting morale and team productivity!



5 Steps to Successfully Implement Work-Life Balance Initiatives

To achieve the best results from work-life balance initiatives, follow these important success factors:

1. Choose programs that fit your employees' jobs and their needs.
2. Ensure the company—from top management to human resources—is on board with each program.
3. Check whether the new work practices are actually assisting employees to better balance their work and family/personal responsibilities.
4. Create clear policies regarding work-life balance programs, and take care to review and update them often.
5. Make sure every one of your employees knows about the new wellness program. Be sure to communicate it in emails, bulletin boards, meetings and more.

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How EmPower HR Can Help

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126 N. Jefferson Street, Suite 250 Milwaukee, WI 53202

Phone: (888) 818-0707

Email: hrquestions@empowerhr.com