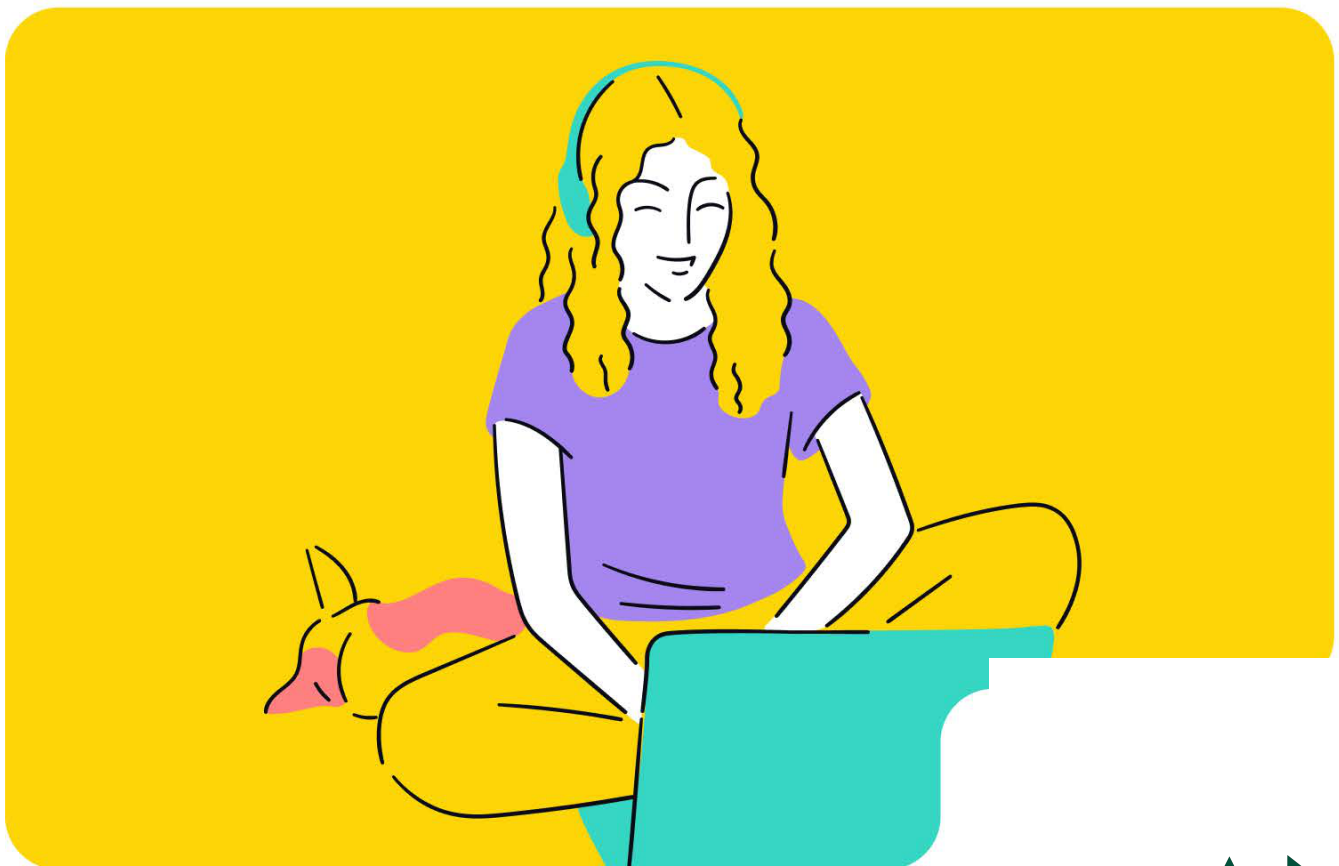


The Ultimate Work-Life Balance Initiatives Checklist For Employers



Introduction

Have you noticed something off about one of your staff lately? The once calm and collected person in tough situations is now easily frustrated and impatient.

So you ask if they need help or support the next day. They seem stressed out. And at lunch, they're at their desk, not eating. At the end of the day, they still have unfinished tasks from yesterday.

You don't want your employees to feel like they're too stressed, overworked, or don't have enough time for themselves. **If work takes over their personal life, they're likely to get burnt out**, their performance will suffer, and they might even quit their job.

Use our checklist to see which work-life balance initiatives your company currently uses. This will help you assess your strengths and identify areas of improvement.

Workplace Culture

Teams who do things together become closer and work better together. Even something as simple as having lunch together builds trust and improves work.

So, ask yourself: do you have any activities that involve your whole team?

- ☐ Team building activities
- ☐ Volunteer programs
- ☐ Donating leaves program
- ☐ Holiday bonuses
- ☐ Company parties
- ☐ Company picnics
- ☐ Work environment initiatives
- ☐ Company-sponsored activities
- ☐ Bring your children to work day
- ☐ Bring your pet to work day
- ☐ Diversity initiatives

Workplace Flexibility

Employees appreciate it when their bosses **give them the power to control their time**. Empower them to pick their schedules and work from wherever they want.

Take a moment to ask yourself: do you give your employees this kind of flexibility?

- ☐ Unlimited PTO
- ☐ Job sharing
- ☐ Time off for parent teach meetings
- ☐ Time off for family activities
- ☐ Remote work as and when needed
- ☐ Seasonal schedules
- ☐ Alternative work sites
- ☐ Compressed workweek
- ☐ Part-time work
- ☐ Flexitime

Health and wellness

Your employees are constantly in front of the computer. So, it's important to **encourage them to take breaks and get some exercise.**

Do you know if any such health initiatives are present in your company?

- ☐ Group health insurance
- ☐ Preventive care
- ☐ Telemedicine facilities
- ☐ Mental health counseling
- ☐ Access to nutritional counseling
- ☐ Workplace wellness programs
- ☐ Safe bike storage for bike commuters
- ☐ Promote awareness of walking routes near the office

- ☐ Individual or team meditation sessions
- ☐ Company-wide break time
- ☐ Memberships for sports or fitness clubs
- ☐ Commuter benefits
- ☐ Health and wellness seminars
- ☐ Flexitime for immunization or annual
- ☐ health checkups
- ☐ On-site health screenings
- ☐ Employee assistance program (EAP)

Time off

Your employees are juggling a lot between work and their personal lives. It's important to **encourage them to take time off when they need it to destress and recharge**. They will come back feeling refreshed and ready to do their best.

Look into whether your company's time off policies align with the following initiatives.

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

Training and development

When you **invest in proper development and training for your employees** - it's a win-win. It helps turn their weakness into strengths and ensure excellence.

So, check if your company offers any of the following opportunities for personal growth.

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

Financial support

A regular paycheck is great. But it's **the little extras that make employees want to stick around.** Things like good retirement plan options and access to a financial advisor help boost financial well-being and security.

Do you have the following programs to help improve the financial well-being of your workforce?

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

Parenting

Offering maternity, paternity, and spousal benefits **shows you're supporting your staff as best you can.**

Check out the following benefits that can help keep your employees happy and loyal to your company:

- ☐ **Maternity leave policy**
- ☐ **Competitive paternity leave policy**
- ☐ **On-site parenting support**
- ☐ **Support referral services**

Child care

Child care benefits are **something job seekers look for when they consider a new job**. Hence, support working parents and give them enough time to focus on their top priority: their children.

Have you looked into whether your company offers any of the following benefits to help support working parents?

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

Eldercare

When you help your employees **care for aging loved ones, it shows them you care about their well-being.** Thus boosting productivity, improving employee loyalty, and retaining employees for the long term.

Have you checked whether your company offers any of the following initiatives to support employees with eldercare responsibilities?

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

The Next Steps

Inspect the boxes you haven't checked off. Closely look at your work-life balance initiatives and see how they stack up.

If you notice a lot of unticked boxes, your company can do better. It's time to think about amending your workplace initiatives.

The next step is to figure out what you can do to help your employees achieve a better work-life balance.



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