

Work Life Balance

*Dr. Sunil G. Losarwar and **Mrs. Rekha S. Mudkanna

Abstract:

Work-Life Balance is not a new concept. The change in the pattern of work and the concept of the workplace after the industrial revolution in the second half of the 18th century gave a new dimension to the concept of Work Life Balance. As time progressed, nuclear families increased. A later change was the fading away of the "ideal home" in which the earning member's spouse took care of the home. With improved education and employment opportunities today, most homes are like in which both parents work because of necessity and the desire to earn incomes. Work life balance means proper prioritizing of career, ambition and family as well as relatives and friends.

Three components of work-family balance is very important to maintain work life balance these are time balance (equal time devoted to work and family), involvement balance (equal involvement in work and family), and satisfaction balance (equal satisfaction with work and family). Work life balance making means work more sensitive, arranging work more effectively and organising it more intelligently.

Keywords: Work-family balance; Work-life balance; Quality of life; conflict; Stress, Quality circles.

1. INTRODUCTION

The term "Work- life Balance (WLB)" was introduced in 1986, although its usage in everyday language was being made for a number of years. Interestingly, work/life programs existed as early as the 1930s. The policies and procedures established by an organization with the goal to enable employees to efficiently do their jobs and at the same time provide flexibility to handle personal concerns or problems at their family front In fact; dual-wage-earning families in general are working longer hours. A balance work and life is supposed to exist when there is a proper functioning at work and at home with a minimum of role conflict. Therefore, the incompatibility between the demands from the work and non-work domain give rise to conflict and consequently, people experience a lack of Work- life balance.

The need to study the work life balance becomes more important with the increasing number of women entering the formal labour market. The

boundary between the work and home has disappeared with time. The advent of globalization makes people work across countries as a result, concept of fixed working hours is fading away. Instead of just 7 or 8 hours a day, people are spending as much as 12-16 hours every day in office. The technological blessings like e-mail, text messaging and cell phones which were thought of as tools to connect them to their work being away from their workplace, have actually integrated their personal and professional lives. Therefore, tension and work related pressure, responsibilities at family makes an individual difficult to find balance between work and personal life. Professional working in BPO industries, top executives, doctors, nurses, bank employees, and IT professionals are the few examples who are facing the brunt of hazards constantly. Today, industries have realized the importance of the work life balance of their

employees. Organizations are setting up policies for maintaining a work life balance. They are going in for innovative methods to keep their employees happy and satisfied, as it makes office a better place to work and also positively impact productivity.

1.1 What is work life balance?

A balanced life is one where we spread our energy and effort - emotional, intellectual, imaginative, spiritual and physical between key areas of importance. The neglect of one or more areas, or anchor points, may threaten the vitality of the whole.

Work-Life Balance is not a new concept. The change in the pattern of work and the concept of the workplace after the industrial revolution in the second half of the 18th century gave a new dimension to the concept of Work Life Balance. As time progressed, nuclear families increased. A later change was the fading away of the "ideal home" in which the earning member's spouse took care of the home. With improved education and employment opportunities today, most homes are ones in which both parents work because of necessity and the desire to augment incomes.

The need to create compatible conditions in which employees can balance work with their personal needs and desires became a factor that companies had to take note of both to retain them as well as to improve productivity. It was a compulsion that they could not afford to ignore. Having realized that, companies started introducing schemes to attract and retain employees and improve their productivity. Work-life balance is the extent to which individuals are equally involved in and equally satisfied with their role and their family role. Strategies to Achieve Work-Life Balance Some of the major strategies in achieving work-life balance include budgeting time both in and out of the office. Time should be scheduled efficiently at work including time for oneself in

the calendar and taking time for family/friends is crucial. Leaving work on time at least three days per week: There are times when working late just cannot be helped, but schedules should be adjusted so that one can leave on time three days per week. Controlling interruptions and distractions: Staying focused while in the office, and budgeting time effectively are useful. Scheduling a block of time during the day without meetings when one can focus on tasks with minimal interruptions improve productivity. Explore the availability of flex-time: Flex-time options should be explored within the organization. If available, this may be a helpful solution. Minimize use of the weekend, Time taken off can be planned. Activities can be scheduled with family and friends such as a weekend trip, or just something enjoyable. Time away from work should count.

For any country biggest work life balance problems are as follows:

1. More women and Soul parents go into work.
2. More people juggle more than one job.
3. The workforce ages and is increasingly diverse.
4. Business continue to complete globally to hire skilled workers.
5. Technology changes the way we work. For example cell phones, computers and distinction between work life and personal life.
6. People with not enough work for income.
7. People who have too much work.
8. low paid if you need to work to earn enough and the highest paid to make field trapped into working more than they want to.

1.2 Benefits of Work Life Balance to Individuals.

The benefits of work life balance to individuals are Clear and optimistic approach, more clarity in Performance, Completion of work within the scheduled time, Lower level of Intra individual conflicts and Inter individual conflicts between work and family roles, Stress free

and good quality of work life, Good in self-management, Healthy family environment, Improved quality of work life, High morale, More work satisfaction, More satisfaction in personal life, Good Health(both Physical and Mental health).

1.3 Benefits of Work Life Balance to Organization

The benefits of work life balance to organization that increase the productivity, reduction in the staff turnover rates, less reduction in knowledge workers, reduction in the costs associated with recruitment, training and turnover, increase in the rate of return on investment in training, because the employees are remain stable in the company, reduction in the absenteeism rate, good health and safety work environment, Greater employee loyalty, More commitment towards the job, reduction in the rate of sick leave, Good and improved corporate image and it leads to more sales, increase in stock price.

1.4 Work life balance is important for social and economic reasons too:

Organization think about how they work. Government think about how people balance paid and unpaid work and care. Individuals think about the role work and we'll have at different stages of their lives. This shift is influenced by change is to market, ways of working, the labour market and Expectations of work in the public sector. Pressure to increase efficiency, while at the same time responding to the demands of services users, creating more flexible and responsive public services. Need to respond to customer requirement in a population that is becoming older and more ethnically a diverse.

1.5 Overall Effects of work life balance on employee and organisation:

- First it improve individual's health, well-being and job satisfaction.
- Second that business can benefit from

work life balance because these policies improve productivity and worker commitment.

- Reduce sickness absence.
- Increase retention rates for talented workers and reduce a replacement costs.
- Organisation to recruit talent.
- Enable organisation to offer services beyond usual business hours by employing workers on different shifts that fit in with caring responsibility.

1.6 Characteristics of work life balance:

1. Work life balance is important for the business benefits.
2. Work life balance is not constant it comes and goes with life changes
3. Work life balance attract new employee
4. Work life balance help to retain staff.
5. Improve moral
5. Reduce sickness and absenteeism
6. Enhance working relationship between colleagues.
7. Encourage employees to show more initiative and teamwork.
8. Increased levels of production and satisfaction.
9. Decrease stress.

1.8 Work life balance includes:

Flexi time allows employees, to determine (or be involved in determining) the start and end times of their working day, provided a certain number of hours is worked. This can allow them to meet family or personal commitments/emergencies (enable employees to respond to both predictable and unpredictable circumstances),

Telecommuting: It is becoming more and more common for people to do at least some of their regular work from home instead of going into the office. This type of arrangement is often called 'telework' or 'telecommuting' and can be advantageous for employees by allowing them: to organize their work day around their personal and family needs; to decrease work-related

expenses; to reduce commuting time; and to work in a less stressful and disruptive environment. It may also help to accommodate employees who, because of particular disabilities, are unable to leave home.

Compressed Work Weeks: A compressed work week is an arrangement whereby employees work longer shifts in exchange for a reduction in the number of working days in their work cycle (e.g. on a weekly or biweekly basis). This can be beneficial for employees in terms of additional days off work (e.g. longer weekends allowing "mini vacations") and reduced commuting time, whereas employers can extend their daily operating hours, with less need to resort to overtime.

Job sharing is an arrangement which allows two (or sometimes more) employees to jointly fill one fulltime job, with responsibilities and working time shared or divided between them. Job sharing may be appropriate where opportunities for part-time jobs or other arrangements are limited.

1.8 HR department role:

There are some motives for applying work-life practices by organizations: to increase participation of female personnel and make use of their capacities, to keep employee motivated and well performing, to make the organization more attractive to employees, to have a better corporate social responsibility

1.9 Balancing things in WLB are family, career, friends, health and community

- **Family:**

Successful parenting the culture of care and selflessness that are part of family life requires energy, time, patience and toleranc. Families need nurturing like a plant to grow.

- **Home:**

Homemaking is time consuming. In the making of a home we create an atmosphere that reflects our sense a place in this world. Home provides us with an extension of our self a place

where we can feel free in our emotions and content to be who we really are. The paradox is that the more we work the more desperate we are to find such a home with its timeliness associations and the last time we have to create it. Home can easily become houses, pit shops that provide briefly for sleep, rest and bear essentials in the interval between works.

- **Friendship**

It's often said that art of friendship requires common skills to you and uncommon degree, combination of action, tolerance as well as the scenes of constantly of struggle and difference. Yet when work life balance is out of control, offer friendship along with exercise are the first things to suffer.

- **Community**

Like family and friends if our local community is depend on our time and energy in order to function effectively, freely and spontaneously communion identity can be experienced and enjoyed. Yet if we lose that while life of work then the meaning activities through which neighborhood and locality are expressed are marginalised and we are the poor or for that neglect.

Hobbies, interests and sports derive much of meaning to our interaction with others. If we fail to address the issue of work life balance as a society then one of the first casual it is a will be the richness and diversity of community life. Why work life balance the mean that all workers it should have a right to work that does not damaged their freedom to pursue activities and responsibilities outside the workplace. That means making work more sensitive, arranging work more effectively and organising it more intelligently.

2. EMPLOYEE INVOLVEMENT:

One of the most unique method used to create QWL is employee involvement. Employee involvement consists of a systematic methods that enable employee to participate in the

decisions that affect them and their relationship with the organisation. Through employee involvement, employees feel a sense of responsibility, even "ownership" of decisions in which they participated. To be successful, however, employee involvement must be more than just some systematic approach; it must become part of the organisation's culture by being part of management's philosophy of management.

Quality of work life is determined by how people feel about their role in the organisation. Although people seek slightly different outcomes from their affiliation with an organisation. First, significant, long term improvements in productivity must be accompanied by improvements in QWL. In the short run, autocratic managers can seldom sustain significant productivity gains in the long run because declining QWL usually leads as increases in absenteeism and turnover. If employees have poor mobility and elect not to leave physically, then may withdraw psychologically.

The implication for managers and personnel specialists is to create an organisational climate that truly treats people as though they are experts at their jobs. When management does this, a pygmalion effect may result, which occurs when people live up to the high expectations that others have of them.

2.1. Quality circles

Quality circles are small group of employees who meet regularly with their common leader to identify and solve work related problems. When Quality circles started in Japan, they were called "quality control circles" because their primary focus was to improve the poor quality of products manufactured in Japan. Quality control circles were born in Japanese factories in the early 1960s.

2.3 Barriers in achieving work-life balance

Managerial support is consistently emphasized

in discussions and studies as a factor influencing work-life balance. Managers play an important role in the success of work/life programs because they are in a position to encourage or discourage employees' efforts to balance their work and family lives. Where supervisors enthusiastically support the integration of paid work and other responsibilities, employees will be more likely to take up available work-life programs.

Career consequences: The second factor associated with a barrier to the successful implementation of work-life practices is the perception of negative career consequences.

Organizational time expectation: Another factor that influence the uptake and overall supportiveness of work-life policies is organizational time expectations the number of hours employees are expected to work; how they use their time.

Co-worker support: An increasing amount shows that workers who make use of work-life practices suffer negative perceptions from colleagues and superiors. In conclusion regarding such perceptions, it is therefore not surprising why work-life practices tend to be underused by male employees, single employees and career-oriented mothers; and that apprehension of negative career consequences for using practices has been associated with increased levels of work-life conflict.

2.4 Conclusion

Changing demographics are behind the move to embrace work-life programs. The decline of the traditional family, an increase in dual-career couples, and a rise in the number of single parents mean that employees are juggling more responsibilities outside work. In conclusion I want to enhance that everyone benefits from good practice in work-life balance. For instance: business, through easier recruitment, improved retention, and easier service delivery; the economy, as the labor market grows more skilled

and experienced people are available to work; parents and careers, who can spend quality time at home as well as providing financial support through work; people with disabilities, through improved access to work; and the workforce generally where they are better able to balance their work with other aspects of their lives. Availability and use of work-life balance practices, when provided in the context of

supervisor and organizational support can reduce work-life conflict and increase positive appraisals of one's organization. These effects are often associated with employee attitudes such as increased job satisfaction and enhanced control over their work schedule. The results are: reduce absenteeism, intend to turnover, job stress levels and work-life conflict and increased productivity.

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