Setting Boundaries

GUIDELINES FOR ACHIEVING WORK-LIFE BALANCE

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Ways to Set Boundaries

Please refer to CalHR, your bargaining unit and your agency's approved policies regarding time-off requests.

Vacation planning

Vacation in many instances is referred as the 'work recovery time'. All employees are encouraged to get approval from your supervisor or manager on your time off or vacation plans. If agency policy does not clearly identify expectations, discuss with your direct supervisor their expectation for advanced notice of time-off requests.

The CalHR standard is to not exceed 640 hours of accrued vacation time. Employees should consult with their department's Human Resources (HR) unit if their accrued vacation time exceeds 640 hours. HR may ask management to put leave reduction plans in place.

Studies have shown that cultures which foster vacation and recreational planning reduces stress, absenteeism, and burnout improving the quality of the employee's life and their work-life balance.

Work on things that matter

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It has been said that it is important to maximize the quality of time at work, and the quantity of time at home to achieve healthy work-life balance.

Schedule Downtime

State organizations are advised to set up breaks during office hours for employees to connect and execute a fun activity or simply have dedicated time for themselves. One approach will be to ensure a lunch-time hour is respected and no meetings are scheduled during lunch hours with options to participate in fun activities from time-to-time.

Disconnect

For employees, it is important to establish a separation between work-life and personal-life. This may require allocating a place at home (for those working remotely) dedicated for work only and moving away from that location after office hours. In many instances, it may be necessary to turn-off notifications and work-related e-mails. It is imperative that these actions are in alignment with your organization's expectations and may be included in an expectations memo with an employee's manager. In situations where a response is required within a mandated timeframe from your organization, discuss a possible back-up or employee rotation plan with your supervisor to ensure there is time for self-care and family bonding without work-related activities or notifications.

Have Open Communications with Your Manager or Supervisor about Your Working Hours

It is imperative that an open-door policy is in place to ensure your work, personal, and career-related goals are achieved. If you feel burned out or overworked, managers and supervisors will likely be unaware unless you tell them directly.

Having conversations with your employer is the first step in ensuring you are meeting the demands of work assignments while balancing the time between family and work-related activities. CalHR encourages you to establish open communication with your manager or supervisor.