

# INTERNATIONAL JOURNAL OF RESEARCH IN COMMERCE AND MANAGEMENT

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#### SIGNIFICANCE OF FLEXIBLE WORK TIMING IN WORK-LIFE BALANCE

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#### **ABSTRACT**

The concept of work-life balance is based on the notion that paid work and personal life should be seen less as competing priorities than as complementary elements of a full life. This initiative was aimed at encouraging employers to adopt flexible working arrangements such as job sharing, flexi-time, compressed hours and others, to help their employees to achieve a better balance between the demands of paid employment and those arising from there. The way to achieve this is to adopt an approach that is "conceptualized" as a two way process involving a consideration of the needs of employees as well as those of employers In order to engage employers in this process it is important to demonstrate the benefits that can be derived from employment policies and practices that support work-life balance, and the scope that exists for mitigating their negative effects on the management of the business. This articles discusses the significance of flexible work timing in work life balances

#### **KEYWORDS**

Work-Life Balance, Flexible Working, Demands of Employment, Encouragement.

#### INTRODUCTION

ork-life balance is about improving people's quality of life and widening access to paid employment and career opportunities. A work-life balance ethos supports staffs who wish to have a greater involvement in public life and in the community. It sends a positive message to students with caring responsibilities and promotes positive values to the rest of the students. Working more flexibly can contribute to reducing traffic and pollution thus reinforcing the commitment of the university to the local environment. It can be concluded that supporting and further developing work-life balance policies and practices is important to the university as it presents a series of benefits both for the institution and its employees. For this reason the Directorate of Human Resources has carried out a university-wide staff audit to gain information in order to ensure that work-life balance policies and practices are consistently implemented, match the needs of staff and are compatible with the operational requirements of the university. The following section of this report explains how the audit was carried out and provides an in-depth analysis of its main findings.

Work-life balance policies and practices are also instrumental to ensure that some important economic goals are achieved particularly with regard to women's employment and earnings. The European Union has set a goal of increasing the number of women in work to more than 60% by 2012 (The Social Situation in The European Union, 2001). Although the domestic figures show that the India is well ahead of this target, as overall 67% of women and 79% of men aged between 16 - 64 are in employment, there is still a significant gap between the percentage of men and women with dependent children who are in employment, 89% and 65% respectively. The gap widens considerably when one looks at the percentage of women in employment whose youngest child is aged 5 or under, in this instance only 53% work, and many of those do so on a part-time basis (Equal Opportunity Commission, 2003).

Women's interrupted and patchy employment history has a detrimental effect on pension entitlements and leads to a high level of female poverty in old age. Therefore there is a compelling case for helping women to remain in employment throughout the years of child rearing by offering working pattern that are compatible with their childcare responsibilities

### **OBJECTIVE OF THE STUDY**

- > To Study the role of monitoring section focuses on the tracking of the performance of individuals, reviewing performance (e.g. through regular appraisals and job plans)
- > To enumerate the initiatives of employees in targets section examines the type of targets (whether goals are simple)
- > Establish the extent to which employees perceive the provision of work-life balance practices as inclusive.
- > Ascertain the demand for work-life balance practices.
- Assess take-up of work-life balance practices including reasons for non take- up (e.g. impact on job security and promotion).
- > Ascertain employees' views on the detrimental effects of flexible working.

### **REVIEW OF LITERATURE**

The existing studies are very few and very little information is available about the Work life balances usage on various tools.

Research conducted by IES (Kodz et al., 2008) prior to the implementation of the right to request flexible working, nonetheless, indicates some of the other reasons why employees may not wish to change their working arrangements.

The first Work-Life Balance Baseline Study was conducted in 2008 by IFF on behalf of the Department of Education and Employment (Hogarth, et al, 2009). The study's aim was to assess the extent to which employers operated work life balance practices and whether employees felt existing practices met their needs.

The first Flexible Working Life Balances Employee Survey was carried out between September 2008 and February 2009, between six and 11 months after the right to request flexible working was introduced in April 2007 (Palmer, 2009).

The second Flexible Working Life Balances on Employee Survey was conducted in January 2005 (Holt and Grainger, 2005). It aimed to monitor changes in the awareness and take-up of the right to request flexible working since the first flexible working employee survey, and to assess the impact of the legislation

## **RESEARCH METHODOLOGY AND DATA ANALYSIS**

This study is based on primary data and secondary data. Primary data collected from 120 Employees of private and public company in India. With the help of a well drafted, pre-tested and structured questionnaire. Descriptive research is used when the purpose of the study is to describe the characteristics of certain groups. In this study, the survey method is employed, where in the data collected from the questionnaires left in convenient blank locations, transmitted

electronically, personal contacts. A sample of 200 respondents being the users of E-Banking services was selected of which only 150questionnaires responded after the two follow-ups. Of these, only 120 questionnaires were effective, as some of the questionnaires had incomplete responses, there by yielding a 30%. Secondary data collected through journals, websites, magazines, and newspapers are used to find out the employee work life balances.

#### **SUMMARY OF RESULTS**

A wide variety of staff from across the company responded to the survey of which just fewer than 36% have children. The most commonly cited interests outside of work are sport (21.3%) and undertaking a course of study or training (20.7%). The vast majority (97.6%) of respondents believe that it's important to achieve a balance between work and personal life and most (84.2%) agree that doing so is a joint responsibility of employer and employee. Certain categories of staff (single, no children, manual staff, supportive manager and senior management) are more likely than average to believe that policies to promote work-life balance can be unfair to them. The majority of staff feels that their manager's style supports work-life balance at least some of the time (89.5%) and that they can discuss issues with them, again at least some of the time (83.4%). Academic staffs are the group least happy with their line manager's attitudes towards work-life balance. They are also the group most likely to feel that their colleague's needs to balance work and personal life impacted on them in a negative way. Marked variations exist in current levels of flexibility for staff on different contracts. Manual staffs are the most likely to work part-time (42.9%) and Supportive mangers the most likely to work from home occasionally (62% and 68.4% respectively).

Flexible working is certainly not just something for parents as 'To suit overall needs' (32.7%) was the most common reason given for flexible working followed by 'To reduce the amount of traveling' (22.4%). 'Childcare responsibilities' (19.9%) was the third most important reason. The reasons for wanting flexible working change depending on the age of the respondents. In all age groups apart from those aged 25 to 30 'to suit overall needs' was the most common reason given. For 21 to 25 year olds 'to pursue a course of study or training was the reason cited most often (28.6%). Childcare responsibilities take on their greatest significance in the 26 to 35 and 36 to 45 age groups. Over half of respondents (55.2%) would like to work more flexibly. The majority who don't want to say it's because they were happy with their current situation. The working arrangements most often cited as being of interest to those who would like more flexibility are flexitime (48.2%), working from home occasionally (40.4%) and compressed working hours (39.3%). The most common reasons given for wanting more flexible working are: 'To suit overall needs' (29.9%), 'To reduce the amount of travel' (24.2%), 'To pursue a course of study or training' (18.5%), 'Childcare responsibilities' (17.5%) and 'To pursue major interest outside work' (14.2%). In terms of special leave only maternity leave (10%) and compassionate leave (11.8%) have been taken by more than 10% of respondents. However figures are much higher in other areas when looking at leave staff thinks they might take in the future. 25% say they are likely to take compassionate leave, 14.4% that they may take a career break, 11.6% that they may take maternity leave and 11.4% that they may take additional leave. Results suggest there is a need to make details of the policies and practices relating to special leave (including who staff should talk to about obtaining it) much clearer. Depending on the type of leave taken there were wide variations in from where staff received their information and in the quality of information they obtained. Staff taking compassionate leave was most likely to feel the quality of information they received was poor (23.5%) and staff taking maternity leave the least (12.2%). Few staff had taken advantage of the employee support available to them with the occupational health service being used by the greatest number of respondents (13.4%).

#### PERCENTAGE OF RESPONDENTS

A) Factors in alleviating stress - Flexible Hours

Total respondent	= 120
1) Very Important	= 63%
2) Somewhat important	= 36%
3) Not very important	= 0%
4) Not important	= 0%
5) Not Sure	= 0%

**GRAPH 1: FLEXIBLE HOURS** 



## B) Factors in alleviating stress - Occasionally work from Home

Total respondent = 120

1) Very Important = 36%
2) Somewhat important = 36%
3) Not very important = 5%
4) Not important = 5%
5) Not Sure = 16%

#### **GRAPH 2: OCCASIONALLY WORK FROM HOME**



#### C) Factors in alleviating stress - Take Unpaid Leave

Total respondent	= 120
1) Very Important	= 27%
2) Somewhat important	= 27%
3) Not very important	= 21%
4) Not important	= 0%
5) Not Sure	= 26%

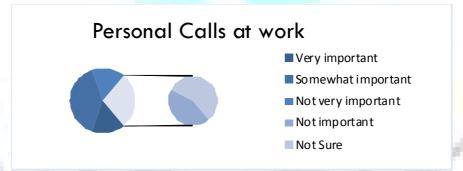
#### **GRAPH 3: TAKE UNPAID LEAVE**



#### D) Factors in alleviating stress – Personal Calls at work

Total respondent	= 120
1) Very Important	= 16%
2) Somewhat important	= 40%
3) Not very important	= 16%
4) Not important	= 12%
5) Not Sure	= 16%

## **GRAPH 4: PERSONAL CALLS AT WORK**



## LIMITATIONS OF THE STUDY

- > The data collection procedure was taken up from customers in Chennai city only.
- Personal bias and prejudice of the respondents could have affected the results of the study.
- The sample size of 120 customers may constitute a limitation due to its small nature.

#### **FLEXIBLE WORKING ARRANGEMENTS**

#### JOB SHARING

Women (63 per cent) were considerably more likely than men (43 per cent) to say that it would be feasible for their job to be undertaken on a job-share basis, even though this option was not currently available. However, comparing the views of employees who were working flexibly in some way other than part-time (or who had done so in the past 12 months), with nonflexible full timers, there was very little difference: whilst 62 per cent of those defined as part-time by this variable thought that it would be feasible to do their job on a shared basis, this was the case of only 46 per cent of other flexible workers, and 48 per cent of those not working flexibly.

#### **FLEXIBLE TIME**

The findings would suggest that there is considerably more potential to increase the use of flexible time in the private than the public sector: 47 per cent of private sector employees who did not currently have flexi time available to them felt that it would be feasible to do their job in this way, as compared to 28 per cent of those in the public sector. Comparing findings for different industries, employees in banking, insurance and finance (55 per cent), constructions (52 per cent), and manufacturing (50 per cent), were most likely to see flexible time as feasible.

#### **EMPLOYERS' ROLE IN IMPROVING WORK-LIFE BALANCE**

When asked about what employers could do to help employees achieve a better work-life balance, 33 per cent of employees in WLB said that their employers were already doing as much as could be reasonably expected. This was down to 25 per cent in this survey suggesting that employees feel that employers could do more to help. Flexibility in working arrangements was one of the main provisions 99 that employees suggested. This response seemed to have maintained a consistent level since WLB2 as 21 per cent cited flexibility in WLB, as compared with 20 per cent in this survey.

#### CONSULTATION WITH EMPLOYEES ABOUT ADJUSTING THEIR WORKING ARRANGEMENTS

Overall, almost half of the employees in this survey agreed that their employers consulted with them about adjusting their working arrangements. There has been an increase in the numbers since WLB2 as this was 47 per cent in WLB. In line with this finding, there was also a notable reduction in the number of employees stating that they were never consulted about their working arrangements (from 45 per cent in WLB to 41 per cent in this survey). Again, this is an encouraging message that employers are being more flexible. Employees' overall impression of their employer and relations between managers and employees also described the relations between managers and employees at their workplace as good. Overall, 78 per cent felt that the relations were good, 12 per cent said they were neither good nor bad and ten per cent said that the relations were bad (only three per cent stated that they were very bad). This question was also asked in WLB where 73 per cent of employees described the relations as good. It seems that there has been an improvement in employees' perceptions of relations between managers and employees at their workplace, as comparisons also show that 13 per cent of WLB employees said that the relations were poor whilst this was down to ten per cent in this survey.

#### ATTITUDES TO WORK-LIFE BALANCE

Employees were asked a series of questions about work-life balance. Four questions were kept the same in all three WLB surveys. Looking at the number of employees agreeing with each of these statements shows how attitudes towards work-life balance have remained largely consistent since WLB. The most notable change was on the statement concerning employers' responsibility in helping employees balance work with other aspects of their life, which shows an increase of five per cent (from 33 per cent in WLB to 38 per cent in this survey). This suggests that since WLB more employees have been agreeing that 'it is not the employers' responsibility to help people balance their work with other aspects of their life'.

The research was analysis through the primary data on analyzing the Weighted Average method and Chi square Test. On analyzing the Hypothesis.

#### **WEIGHTED AVERAGE METHOD**

To find the difficulty of an employee to concentrate on work because of home matters.

#### **TABLE 1: PERCENTAGE**

Sl. No	Particulars	Respondents	Percentage%
1	Strongly Agree	21	18%
2	Agree	9	8%
3	Neutral	21	18%
4	Disagree	27	22%
5	Strongly disagree	42	34%
	Total	120	100

## SOLUTION

## TABLE: 2

Х	w	WX
1	21	21
2	9	30
3	21	51
4	27	78
5	42	120

Table 2: Calculation of WX  $X = \sum WX / \sum W = 120 / 42 = 2.85$ 

Therefore, it difficult from employee to concentrate on work because of home matters.

#### INFERENCE

Since the calculated value (2.85) is greater than the tabulated value (),  $H_0$  is rejected. Therefore we can conclude that there is significant relationship between the concentrate on work because of home matters

## STATISTICAL ANALYSIS

#### **CHI SQUARE TEST**

The CHI SQUARE analysis is made to find out whether there is a relationship between the efficiency of conflicts in family about working hours and help from family and friends

#### **EFFICIENCY OF WORKING HOURS**

**TABLE 3: EFFICIENCY OF WORKING HOURS** 

Sl.no	Particulars	Respondents	Percentage (%)
1	Usually	15	13
2	Often	6	5
3	Sometimes	19	16
4	Rarely	36	30
5	Never	44	37
	Total	120	100

#### HELP FROM FAMILY AND FRIENDS

**TABLE 4: HELP FROM FAMILY AND FRIENDS** 

Sl.No	Particulars	Respondents	Percentage (%)
1	Strongly Agree	12	10
2	Agree	66	55
3	Neutral	36	30
4	Disagree	0	0
5	Strongly Disagree	6	5
	TOTAL	120	100

# TABLE 5: OBSERVED FREQUENCY (O) OBSERVED FREQUENCY (O)

•	DOLINTED	· ····································	(-,			
Efficiency Of Working Hours Help from family and friends	Usually	Often	Sometime	Rarely	Never	TOTAL
Strongly Agree	5	4	3	2	0	14
Agree	6	4	3	1	1	15
Neutral	4	6	3	1	1	15
Disagree	1	2	1	1	1	6
Strongly Disagree	1	2	1	1	1	6
Total	15	16	10	3	6	50

#### **HYPOTHESIS**

H<sub>0</sub> = Null hypothesis

• There is no significant relationship between efficiency of working hours and help from family and friends

## $H_1$ =Alternative hypothesis

· There is significant relationship between efficiency of efficiency of working hours and help from family and friends

## **EXPECTED FREQUENCY**

**TABLE 6: CALCULATION OF EXPECTED FREQUENCY** 

Efficiency Of Working Hours Help from family and friends	Excellent	Good	Average	Poor	Total
Highly satisfied	4.2	4.48	3.64	1.68	14
Satisfied	4.5	4.8	3.9	1.8	15
Dissatisfied	4.5	4.8	3.9	1.8	15
Highly dissatisfied	1.8	1.92	1.56	0.72	6
Total	15	16	13	6	50

Formula:

Sum (O-E) <sup>2</sup>
Chi square(X<sup>2</sup>) = \_\_\_\_\_\_E

Where;

O= Observed frequency E= Expected frequency Row Total\* Column Total

E = \_\_\_\_

**Grand Total** 

	2				
Expected values(E)	O-E	(O-E) <sup>2</sup>	$(O-E)^2/E$		
4.2	0.8	0.64	0.1523		
4.5	1.5	2.25	0.5		
4.5	-1.5	2.25	0.5		
1.8	-0.8	0.64	0.3555		
4.48	-0.48	0.2304	0.05142		
4.8	-0.8	0.64	0.133		
4.8	1.2	1.44	0.3		
1.92	.08	0.0064	0.00333		
3.64	-0.64	0.4096	0.1125		
3.9	9	0.81	0.2102		
3.9	1.1	1.21	0.3102		
1.56	.44	0.1936	0.1241		
1.68	.32	0.1024	0.0609		
1.8	.2	0.04	0.022		
1.8	8	0.64	0.3555		
0.72	.28	0.0784	0.1088		
50	0	11.5808	3.2997		
	Expected values(E) 4.2 4.5 4.5 1.8 4.48 4.8 4.8 1.92 3.64 3.9 3.9 1.56 1.68 1.8 1.8 0.72	4.2       0.8         4.5       1.5         4.5       -1.5         1.8       -0.8         4.48       -0.48         4.8       -0.8         4.8       1.2         1.92       .08         3.64       -0.64         3.9      9         3.9       1.1         1.56       .44         1.68       .32         1.8       .2         1.8      8         0.72       .28	Expected values(E)         O-E         (O-E)²           4.2         0.8         0.64           4.5         1.5         2.25           4.5         -1.5         2.25           1.8         -0.8         0.64           4.48         -0.48         0.2304           4.8         -0.8         0.64           4.8         1.2         1.44           1.92         .08         0.0064           3.64         -0.64         0.4096           3.9        9         0.81           3.9         1.1         1.21           1.56         .44         0.1936           1.68         .32         0.1024           1.8         .2         0.04           1.8        8         0.64           0.72         .28         0.0784		

$$X^{2} = \underbrace{\begin{array}{c} \sum (\text{O-E})^2 \\ \\ E \\ \\ = 3.2997 \\ \\ \text{Degree of freedom} = & (\text{R-1})^*(\text{C-1}) \\ \\ & = (4\text{-}1)^*(4\text{-}1) \\ \\ & = 3^*3 \\ \\ = 9 \\ \\ \end{array}}$$

Since the calculated value (3.2997) is greater than the tabulated value (), H<sub>0</sub> is rejected.

Therefore we can conclude that there is significant relationship between the Efficiency of conflicts in family about working hours and help from family and friends.

#### SUGGESTIONS

This is hard for a lot of people, because their work is an important part of who they are as people. This can be admirable, especially when you accomplish great things in your work, but an always-on-the-job attitude can be harmful in the long run.

- The most important thing it is to make a good schedule and keep to it.
- Block out all your work and non-work commitments and make sure to allow plenty of downtime and non-work time.
- Treat non-work commitments as seriously as you treat working commitments the time you've assigned to family, housework, and your own activities needs to be just as inviolable as the time you spend in the office, going to meetings, or meeting deadlines. a) Looking undependable, b) upsetting someone, or c) missing out on something. Make a point of seriously considering any request that comes your way, and double-check your schedule before taking anything else on.
- Drop the list for a day or two, and take things as they come. This is really about attitude, drawing a clear line between your work-life and the rest of your life.
- The idea is to give yourself a set amount of time say, an hour to do the job, no matter how poorly. Let go of your perfectionism and just do as well as you can in the set time. You may have to go back and fix it up but you'll be charged up by knowing the "heavy lifting" is already done.
- I learned this the hard way when a rough patch of work started to alienate me from my family. Let the people closest to you know what's going on in your work life when things get hectic, so they don't feel like your lowest priority or worse, suddenly abandoned.

### **CONCLUSION**

Companies have begun to realize how important the work-life balance is to the productivity and creativity of their employees who were more favorable toward their organization's efforts to support work-life balance also indicated a much lower intent to leave the organization, greater pride in their organization, a willingness to recommend it as a place to work and higher overall job satisfaction. Employers can offer a range of different programs and initiatives, such as flexible working arrangements in the form of part time, casual and telecommuting work. More proactive employers can provide compulsory leave, strict maximum hours and foster an environment that encourages employees not to continue working after hours. It is generally only highly skilled workers that can enjoy such benefits as written in their contracts, although many professional fields would not go so far as to discourage workaholic behaviour. Unskilled workers will almost always have to rely on bare minimum legal requirements.

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