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# CONTENTS

<b>Sr. No.</b>	<b>TITLE &amp; NAME OF THE AUTHOR (S)</b>	<b>Page No.</b>
1.	IMPACT OF MICROFINANCE ON HOUSEHOLD INCOME, LIVESTOCK HOLDINGS, AND LAND PRODUCTIVITY: THE CASE OF RURAL HOUSEHOLDS IN TIGRAY, NORTHERN ETHIOPIA <i>ZAID NEGASH</i>	1
2.	THE IMPACT OF OWNERSHIP ON THE FINANCIAL PERFORMANCE OF ETHIOPIAN FINANCIAL SECTORS <i>DEMIS HAILEGEBREAL, MAN WANG &amp; ALI REZA NASIRI</i>	5
3.	IMPACT OF WORKING CAPITAL RATIOS ON PROFITABILITY OF SELECT TWO AND THREE WHEELER COMPANIES IN INDIA – MULTIPLE REGRESSION ANALYSIS <i>K.THULASIVELU &amp; Dr. G. SURESH</i>	11
4.	BASIC PROBLEMS OF FOREST SECTOR AND MANAGEMENT PRACTICES IN SUSTAINABLE AGRICULTURE DEVELOPMENT IN INDIA <i>Dr. PASHIKANTI OMKAR</i>	18
5.	A STUDY OF EMPLOYEE WORK LIFE BALANCE <i>SUJIT BABURAO CHAVAN</i>	22
6.	A DESCRIPTIVE STUDY ON THE ANALYSIS OF FINANCIAL INCLUSION WITH SPECIAL REFERENCE TO PRADHAN MANTRI JAN –DHAN YOJANA (PMJDY) <i>FIFFY JOSEPH</i>	25
7.	SAVINGS BEHAVIOR AMONG WOMEN IN PATHANAMTHITTA DISTRICT OF KERALA <i>BALA DEVI KUNJAMMA</i>	28
8.	A DIMENSIONAL MEASUREMENT OF ORGANISATIONAL CLIMATE IN INDIAN OIL CORPORATION LTD., DIGBOI REFINERY, ASSAM <i>SUNITA DUTTA &amp; Dr. KH. DEVANANDA SINGH</i>	31
9.	IMPACT OF INCLUSION AND EXCLUSION STOCK FROM LQ45 INDEX TOWARD THE STOCK PERFORMANCE <i>BUDY RACHMAT, SRI HARTOYO &amp; TONY IRAWAN</i>	35
10.	SEGMENTING THE INDIAN STATES ON THE BASIS OF PERFORMANCE INDICATORS OF NATIONAL AGRICULTURE INSURANCE SCHEME – A CLUSTER APPROACH <i>GEETIKA</i>	40
	<b>REQUEST FOR FEEDBACK &amp; DISCLAIMER</b>	<b>44</b>

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## A STUDY OF EMPLOYEE WORK LIFE BALANCE

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**ABSTRACT**

*Balance in work and family life is an emerging challenge for both employees and employers. This paper on Work life balance is the study conducted to understand factors affecting work life balance of employees. The research sample comprised of 100 employees from Sankalp Engineering & Services Pvt. Ltd. Pune. Questionnaire method was used to obtain information from the employees. Pie Charts, Graphs and Percentage methods were used to analyze the data. The study reveals that Work-life conflict is a serious problem that affects workers, their employers and communities. Work-life balance demonstrated to have an impact on employees in terms of retention, turnover, commitment, satisfaction, productivity, absenteeism and accident rates. Sometimes even small changes can make a difference. An unmanageable schedule and out-of-control home life can lead to depression, poor performance at work, and conflict with family and a feeling of burnout. Work Life Balance is a comfortable state of equilibrium achieved between an employee's primary priorities of their employment position and their private lifestyle.*

**KEYWORDS**

work life balance, career, family, quality of life.

**INTRODUCTION**

**W**ork-life balance is a broad concept including proper prioritizing between "work" (career and ambition) on one hand and "life" (Health, pleasure, leisure, family and spiritual development) on the other. A work life balance means the balance between work and personal life. There are many situations, life experiences, and "things" that can have a positive or a negative impact on level of work and life balance. Work-Life Balance does not mean an equal balance. Trying to schedule an equal number of hours for each of your various work and personal activities is usually unrewarding and unrealistic. Life is and should be more fluid than that. Your best individual work-life balance will vary over time, often on a daily basis. The right balance for you today will probably be different for you tomorrow. The right balances for you when you are single will be different when you marry, or if you have children; when you start a new career versus when you are nearing retirement. There is no perfect, one-size fits all, balance you should be striving for. The best work-life balance is different for each of us because we all have different priorities and different lives. However, WLB is defined as "The amount of time you spend doing your job compared with the amount of time you spend with your family and doing things you enjoy." It can be difficult to get the right work-life balance. Experts say success lies not only in carefully defining how you want to spend your time, but in making sure you adjust your life and work as your needs change. Most psychologists would agree that the demands of an employee's career should not overwhelm the individual's ability to enjoy a satisfying personal life outside of the business environment. We have a work life. We have a home life. And we have, in all probability, forgotten how to keep them separate. Climbing the organizational ladder often requires employees to work long hours and deal with difficult and complex issues. Some days on the job are likely fun and positive and other days are tension-filled and stressful. A common dilemma for many people is how they manage all of the competing demands in work and life and avoid letting any negative effects of work spill over into their personal lives. Research has in fact shown that employees who believe they do not have time for the personal life feel drained and distracted while they are at work. In addition, the spillover of negative aspect of work into an employee's personal life can lead to job exhaustion, disruption of relationships with family and friends, loss of enjoyment, and increased stress. Work-life balance is about creating and maintaining supportive and healthy work environments, which will enable employees to have balance between work and personal responsibilities and thus strengthen employee loyalty and productivity. Making an improvement in either their work or personal life can have a great and positive impact on the other side as well. Work life balance is about people having measure of control over when, where and how they work. There is a view that work-life balance only in the framework of what the company does for the individual. It also deals with what individuals do for them. The core of work life balance could also be summed as achievement with enjoyment. If an individual goes on working, his or her best at work place but not really enjoying the same then happiness and satisfaction can never be achieved. Achievement can be viewed as motive of life while enjoyment is the fuel that drives that motive.

**LITERATURE REVIEW**

According to a survey conducted by the National Life Insurance Company, four out of ten employees state that their jobs are "very" or "extremely" stressful. Those in high-stress jobs are three times more likely than others to suffer from stress-related medical conditions and are twice as likely to quit. The study states that women, in particular, report stress related to the conflict between work and family. The number of stress-related disability claims by American employees has doubled according to the Employee Assistance Professionals Association in Arlington, Virginia. Seventy-five to ninety percent of physician visits are related to stress and, according to the American Institute of Stress, the cost to industry has been estimated at \$200 billion-\$300 billion a year. Steven L. Sauter, chief of the Applied Psychology and Ergonomics Branch of the National Institute for Occupational Safety and Health in Cincinnati, Ohio, states that recent studies show that "the workplace has become the single greatest source of stress". Michael Feuerstein, professor of clinical psychology at the Uniformed Services University of the Health Sciences at Bethesda Naval Hospital states, "We're seeing a greater increase in work-related neuro skeletal disorders from a combination of stress and ergonomic stressors". According to Sylvia Hewlett, president of the Center for Work-Life Policy, if a woman takes time off to care for children or an older parent, employers tend to "see these people as less than fully committed. It's as though their identity is transformed." Brett Graff, Nightly Business Report correspondent states that (because a woman may have trouble re-entering the market or, if she does find a position, it will likely be a lower position with less pay). "If you thought choosing a baby name was hard, you have yet to wrestle with the idea of leaving your career to be a full-time mom or take care of an older parent...Most will want to reenter, but will do so accepting lesser positions or lower wages." This circumstance only increases the work-life balance stress experienced by many women employees. Research conducted by the Kenexa Research Institute (KRI), a division of Kenexa, evaluated how male and female workers perceive work-life balance and found that women are more positive than men in how they perceive their company's efforts to help them balance work and life responsibilities. The report is based on the analysis of data drawn from a representative sample of 10,000 U.S. workers who were surveyed through Work Trends, KRI's annual survey of worker opinions. The results indicated a shift in women's perceptions about work-life balance. In the past, women often found it more difficult to maintain balance due to the competing pressures at work and demands at home.

**IMPORTANCE OF THE STUDY**

Work-life balance is about creating and maintaining supportive and healthy work environments, which will enable employees to have balance between work and personal responsibilities and thus strengthen employee loyalty and productivity. Numerous studies have been conducted on work-life balance. People who are constantly tied to their jobs deal with the symptoms of stress and burnout. If a person does not have a time to relax and recharge, their ability to do their job decreases and their performance level suffers. Thus, from a management point of view, it is important to encourage a person to take time off from work instead of putting in long hours. Creating a schedule that allows a person to do activities they enjoy will help them to be better employees, friends, and family members. Once the time to work is over the person needs to learn to walk away from the laptop and not answer the cell phone for work calls. This type of balance is not easy to achieve because there will always be people who want to make demands on an individual's time. People need to learn that it is okay to say no and only

agree to take on additional tasks if they are important. Without creating a work-life balance, a person is not able to take time to enjoy the life they have worked so hard to create. They are not available for friends and family members, and often take their stress out on the ones they love. They can also suffer from illness and physical disorders that stem from prolonged stress such as heart disease, alcoholism, and even diabetes. Main reason for work life imbalance is long working hours. Other reasons include job security, support from one's supervisor, support from co-workers, work demands or overload, work-role conflict, work-role ambiguity, job dissatisfaction, and extensive use of communication technology that blurs the boundaries between home and work.

## OBJECTIVES

1. To study the concept of work life balance.
2. To study effect of work life balance on satisfaction & loyalty of employees.
3. To study the effect of work-life balance on the quality of life
4. To study work life balance policies of company.
5. To understand the importance of work life balance.

## METHODOLOGY AND TOOLS

The present study is confined to Sankalp Engineering & Services Pvt. Ltd. Pune. 100 employees were selected randomly and interviews were conducted. Out of 100 employees, 72 are male and 28 are female employees. Primary data have been collected with the help of structured and close-ended questionnaire. The data collected from the primary source is analyzed with various statistical tools. Here secondary data was collected from official records, website and files and from managers / team leads with their permission. The statistical tools were used for analyzing and opinions of the employees were interpreted with help of simple percentage analysis. The results were presented with the help of different pie charts and graphs. Findings of the study were drawn by analyzing the data. Suggestions and conclusions have been made based on the findings.

## RESULTS AND FINDINGS

The researcher found that most of employees are able to balance their work life. Workers feel happy while working in the company. Employees experience stress due to work, but company takes different measures to control stress of workers such as sports facility, health care center, transport facility, canteen facility, paid leaves etc. Most of the employees said that they feel stress-free after spending time with their family, kids, friends and loved ones. More employees take help of yoga, meditations, and music for reducing stress. Many Employees concentrate on performance by residing thinking on their family future. Employees feel certain things will help them to balance their work-life such as Flexible starting hours, Flexible finishing time, holidays/paid time offs, Job sharing and time-off for family events.

## SUGGESTIONS

Employees may work on flexible starting hours, flexible finishing time, holidays/paid time offs, time off for family events. Management would concern for workload sharing and proper planning of timing of each employee and his/her individual work, which can increase the efficiency, and effectiveness of the company. Management can encourage the involvement of their family members in work- achievement reward functions. Organizations must focus on giving better services to their employees proposing an array of employee support plans. Companies can begin steps to accomplish work life balance by organizing workshops, play games, trips, cultural fests, events like fashion shows, etc. furthermore family day celebration where activities are planned for kids, Couples and other family members etc. can help the employees in achieving work life balance. Employees should spend their time after work with children, spouse and other family members. They should practice stress management techniques like swimming, yoga, playing an instrument and gym etc. People need to give proper time to their interest because this is necessary to refresh and overcome the mental as well as physical stress. Morning walk or a long walk in the afternoon is tonic for the people who stay all the day with sitting-work/ office-work. They also needs to go for exercise or any play ground game which keeps their health best and energize them well. A home even a family activities place but there needs to be setup some cheerful activities like birthday celebration, get-together parties, family friend's gatherings etc., which is necessary to be an active part of society. A pause in work and proper deep-sleep in the night according to age and nature of work is an essential element of work-life balance. Your soul will be thirsty in all this work-life management if you do not care about that. Health, wealth, joy even any big achievement sometimes felt nothing only due to the ignoring the spiritual activities. Yourself, your inner will be in worry if you'll not give time to your soul, that's a pray, a religious activity, a meditation which returns a bliss in your life, a calm state of mind, a physical healing, a boost to your immune system.

## CONCLUSION

Work-life balance is about creating and maintaining supportive and healthy work environments, which can enable employees to have balance between work and personal responsibilities and thus strengthen employee's loyalty and productivity. Work-life balance is an essential part of Corporate Social Responsibility. The success of the company depends upon the satisfaction of employees; So Company may utilize the potential Trainers to provide the effective and efficient training to employees. By thinking differently, we can perhaps find ways to have a better balance between work and home. Evidence suggests that improvements in people management practices, especially work time and work location flexibility, and the development of supportive managers, contribute to increased work-life balance. Today's workers have many competing responsibilities such as work, children, housework, volunteering, spouse and elderly parent care and this places stress on individuals, families and the communities in which they reside. Work-life conflict is a serious problem that affects workers, their employers and communities. The improvements in people management practices, especially work time and work location flexibility, and the development of supportive managers, contribute to increased work-life balance. Work-life balance programs demonstrated to have an impact on employees in terms of retention/turnover, commitment and satisfaction, absenteeism, productivity and accident rates.

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