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A Study on Work Life Balance

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ABSTRACT

There is a developing readiness in today's workplaces that employees don't surrender their lives only on the grounds that they work. Work and life remain the two most paramount areas in the life of a utilized single person.Nonetheless, the test of adjusting work and non-work requests is one of today's focal attentiveness toward both people and organizations. With the developing differences of family structures spoke to in today's workforce, especially with the developing standard of double profession families, the imperativeness of dealing with an employee's work-life balance have expanded notably in the course of recent years.Managements understand that the nature of an employee's close to home and family life effects work quality and that there are solid business motivations to advertise work and non-work coordination.In this project, we battle that helping employees to accomplish a work-life balance ought to turn into a basic piece of HR policy and procedure in the event that it is to genuinely get the best from the organization's kin without abandoning them unsatisfied, worn out and unfulfilled.

1.INTRODUCTION

WHAT IS WORK LIFE BALANCE?

Do we live to work, or we work to live? Research has shown that work and home (or family) are the two most important domains in the life of an employed individual (Kofodimos, 1993; Lewis and Copper, 1995; Greenhaus, Collins and Shaw, 2003). While some may argue that we realize ourselves through work – being able to self-actualise – attaining unto the very zenith of our chosen career, a truly all encompassingselfactualization however, will integrate both our work and life (family, personal life, community service). When an individual is thus employed in an organization, he does not give up his life in exchange for work rather he attempts to maintain a balance between them. This balance is necessary for a healthy life.

For many employees, the day is not over when they go home. Often, a second day of work starts at home (Vlems, 2005) and for most working mothers, they come home to the second shift (assuming the inescapable role of a wife and a mother). The challenge of balancing work and family (non-work) demands is one of today's central concerns for both individuals and organizations (Valcour, 2007). People who have better balance have a greater job satisfaction and perform better in their position.

They have a bigger loyalty and a higher level of trust (Vlems, 2005). In many of today's workplaces, employers are cutting cost mainly through lay-offs and are placing more demands on the lean staff left behind. The excuse is to stay afloat in the wake of a global economic recession. The implication however, is that the more time and energy employees give to work, the less they have to give to the other important aspects of their lives, thus creating a work-life balance problem with its attendant negative consequences for both the employee and the organization. In this paper, we contend that assisting employees to achieve a work-life balance should become a critical part of HR policy and strategy if it is to truly get the best from the organization's people without leaving them unsatisfied, burnt-out and unfulfilled.

When an individual maintains a balance between his personal and professional life, the phenomenon is called Work-Life Balance. This expression holds worth a lot because it is very important to have a balance between personal and professional life. Work life balance is at the forefront of the world of work. Kaizen, the Japanese philosophy for continuous improvement, along with the role of information technology (IT) helps and guides the management people, to get the maximum output with the help of available resources.

The balance between personal and professional life vary from person to person and the organization where he or she is working. When an individual does not maintain a balance and works too much in the organizational setting, this may cause him some medical, psychological and behavioral consequences, as a result his or her productivity will also be low. Studies have shown that work life stress is harmful to the employees. Late sitting and working too much can cause imbalance in an individual's personal and professional life; however there are some techniques to manage the work life stress e.g. time management, task management, relaxation, flexible working hours, working from home and exercise etc. Work life balance improves individual's health, job satisfaction, commitment, involvement and reduces absenteeism and

presenteeism (state of physical presence but not productive). Despite of the progress in the betterment of maintaining work life balance, there is still more to be done.

Need for the study

5 Reasons Why Maintaining a Work-life Balance Is So Important:

1. To maintain your mental health

It's unfortunate that not all employers place enough importance on mental health in the workplace.

But the topic is really prevalent at the minute, as studies show the dangers and risks that could lead to a variety of issues, from stress-related illnesses to depression.

A very common issue that you may have heard about is burnout. This occurs when immense pressure is put onto a person, culminating in "chronic stress."

That stress could be caused by a variety of things, from outrageous workloads (and no work-life balance) to simply not feeling valued for the hard work you do.

If you do notice that you have been acting out of character lately then it may be time to start assessing your work-life balance or speaking to a professional.

2. To ensure your physical health and wellbeing

And, as the old adage says: healthy body, healthy mind… so a great way to maintain your mental health is to ensure that you are physically feeling healthy too.

That includes regular exercise and eating healthy but also not overdoing it at work!

Perhaps money *can* buy happiness in certain circumstances, but if you spend all of your time working or thinking about work then it's more than likely that it won't. (Yes, there are some exceptions obviously).

Worse still, the stress caused from such a lifestyle can lead to other physical issues like high blood pressure and heart disease. It's just not worth it.

3. It increases productivity

Your company wants employees who are hard-working and productive.

And staying for unnecessarily long hours at the office might make you feel like you are contributing a lot to the office;however the quality of work is probably worse… making the effort much less productive.

Studies reveal that those who maintain a steady work-life balance are much more productive than those who do not. A positive way of life automatically leads to amazing results.

4. Become a more rounded individual

If your life revolves around work, then you lose a lot of the other positive dimensions that make you attractive to employers (and other people).

Having interests outside of work will increase and improve your skills and make you a more rounded and interesting individual.

You'll be able to share those experiences and knowledge with other people.

This is seriously something that employers look for. That's why you need to include a hobbies section on your CV and that's why they ask what you enjoy doing in your spare time.

5. You only get one life

You only get one life, so live it to the fullest.

(Whatever happiness means to you, chase it).

You don't want to get years down the line and realise you missed out; time is something you can never get back.

SCOPE OF THE STUDY:

The study covers the various aspects in employee work life Balance and measured increase in productivity accountability, commitment better team work and communication improved morale, less negative organizational stress.

- The study focuses on finding out the factors affecting the work life balance of employees in fortune kences
- It identifies the extent to which the employees are able to balance the personal, social and organizational work life.
- Through this study the organization are able to evaluate the employee work-life balance in an organization climate and to understand the role of employee work-life balance in shaping the personality of the employees and in developing a good organizational and social climate.

Objectives of the study:

The objectives of the project report are as follows:

1. To study the relationship between organisation related variables i.e; support from colleagues and superiors, organisational communication.
2. To the study the relationship between job related variables i.e; job demands, job involvement , job stress , job security , job time.
3. To study the relationship between the family related variables i.e; family support , attitude towards the gender role.
4. To find out reasons for work life balance of employees at Aliens Group
5. To find out effectiveness of work life balance of employees in Aliens group of companies and to find out how to improve work life balance of employees.

Research Methodology

Type / Area of Research

Research is an art of scientific investigation. Research comprises defining and redefining problems, formulating hypothesis or suggested solutions, collecting, organizing and evaluating data, making deduction and reaching conclusions and at last carefully testing the conclusion to determine whether they formulating hypothesis

Data collection:

Collection of the data is of primary importance in the research process. Data which is collected for the purpose of research helps in proper analysis which is helpful to conduct research effectively. The data source, which is very important in the collection of data, is primary data and secondary data. Both primary and secondary data are taken into consideration for the study of work life balance.

Sources of the data:

The survey is based on the primary source of the data. Two types of primary data were collected to conduct the study i.e. the questionnaire and personal interview method. The
Data has been collected from both primary and secondary sources for the research work.

Primary Data:

The data is collected in the form of structured questionnaire consists of multiple choices and ranking type of questions and observation.

Secondary Data:

Secondary data has been collected from t company website, previous record works and internet.

Sample procedure:

Random sampling can be used to select the individual units for better productivity of the questionnaire.

Sample Size:

The sample constituted of 100 employees from various departments of the organization.

Statistical Tools:

Simple percentage analysis method is used for analysis and included Tabulation, Graphs, Charts in the project.

Period of the study:

The study was performed for 8 weeks I.e., fromMay to June in the organization and the time period was28th February to 11thApril.

Limitations of the study

- This study was limited to that particular Aliens construction company.

- This study was conducted on lower level and middle level employees.

- The undertaken research is only related to work life balance issues of the employees in Aliens group of companies.

- This study is purely based on the information given by the employees and management of the company.

- This study was conducted in a limited time period, for the purpose of the future study and much better results, the sample size of the respondents can be increased.

- Some of the employees don't have time to provide responses.

REVIEW OF LITERATURE

The Resource drain theory refers to the transfer of limited resources (time, energy, money, attention) from one domain to another which consequently reduces the available resources in the original domain (Morris and Madsen, 2007). The consequence of resource drain brings about inter-role conflict. The Inter-role conflict theory refers to what happens when meeting the demands in one domain makes it difficult to meet the demands in the other domain (Greenhuas and Beutell, 1985). It is also useful to point out that though inter-role conflict can occur both when work roles interfere with non-work roles and vice versa, the focus of this paper is on the former relationship, as it considers work-life balance in the context of the impact of work on non-work.

Thus, we could define work-life balance as —satisfaction and good functioning at work and at home with a minimum of role conflict‖ (Clark, 2000: 751). It could also be seen as an experience of satisfaction in all of one's life domains, which requires personal energy, time and commitment resources (Kirchmeyer, 2000).

Work-life balance is about finding the right balance between one's work and one's life (i.e. life outside work) and about feeling comfortable with both work and nonwork commitments. Many people find it difficult to manage their time in a way that is healthy for their work as well as for their personal life (Vlems, 2005). This may not be because they are poor at time management, but largely because a good part of the —time‖ is not theirs. It belongs to the organisation. But do employees have to crowd out other activities that are important in their lives just to satisfy the boss? Achieving the right „balance‟ is something very personal, because we all have different priorities in life (Vlems, 2005).

1. Rumi and Arushi (2011):

Work-life balance is about employees having control on their activities which they perform at various times and at different places.This balance is achieved when an organization accepts it as basic right of an employee to have satisfied life both in the organization and outside the organization this would result in benefits to the individual, organization and society as a whole.

2. Niharika&Supriya (2010):

- Organizational efforts at providing a supportive work environment are appreciated as they go a long way towards enhancing work-life balance

3.Lobel (1991):

- Defined work family conflict as a condition that arises when

- Participation in either role (work or non-work) is incompatible with participation in the other role.

4. Hill, Hawkins, Ferris, & Weitzman (2001):

- Work-life balance has been defined as satisfaction and good functioning at work and at home with minimum of role conflict and also as the degree to which an individual is able to simultaneously balance the temporal, emotional and behavioural demands of both paid and family responsibilities.

5. (Grover & Crooker 1995, Roehling, & Moen 2001):

- Reduced absenteeism and turnover (Goff et al., 1990) and reduced stress and work-family conflict (Thomas &Ganster 1995).

DATA ANALYSIS AND INTERPRETATION

1. How many days in a week do you normally work?

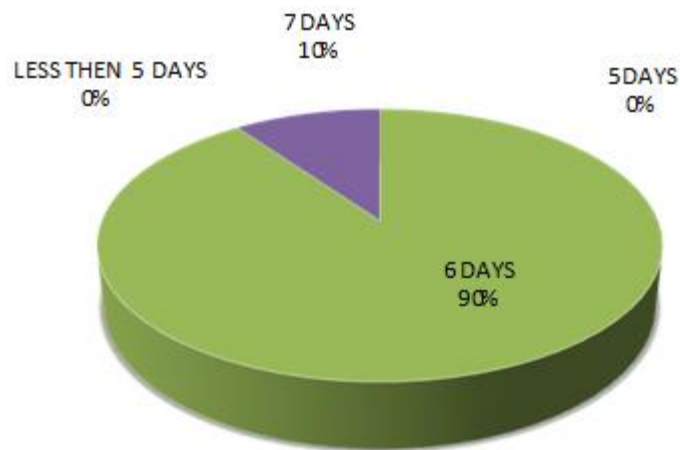| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	Less than 5days	0	0
2	5 days	0	0
3	6 days	90	90
4	7 days	10	10
	Total	100	100

Table: 1.1

Fig: 1.1

Interpretation:

90% of the employees are working 6 days in a week.

10% of employees are working 7 days in a week.From the above analysis we can know that most of the employees are working 6 days in a week and 10% of employees are 7 days a week. And they need some rest, at least 2 Saturdays in a month to spend with their families.

2.How many hours in a day do you normally work?

S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	7-8 HOURS	15	15
2	8-9 HOURS	45	45

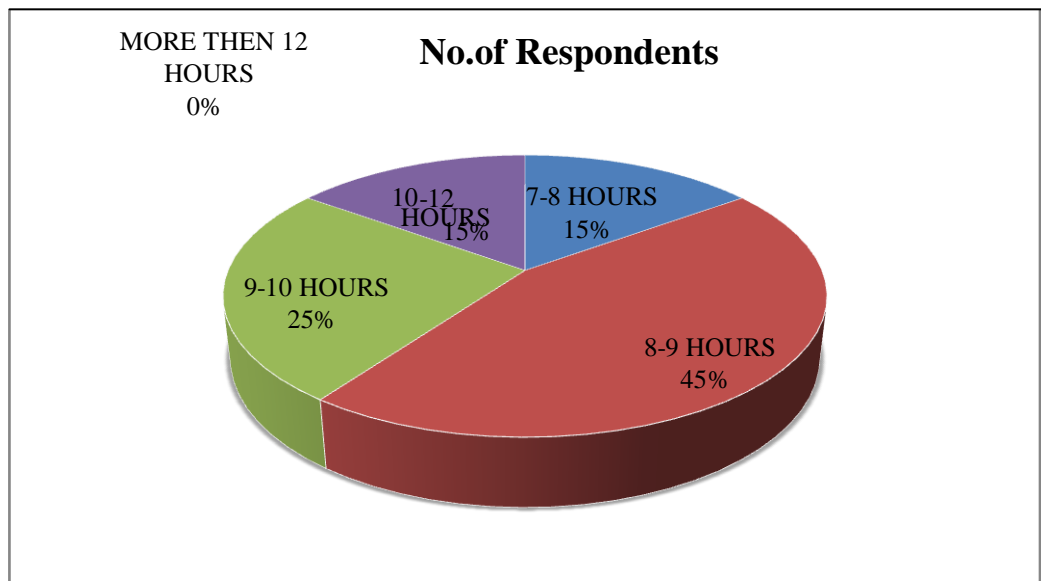| 3 | 9-10 HOURS | 25 | 25 |
4	10-12 HOURS	15	15
5	MORE THEN 12 HOURS	0	0
	TOTAL	100	100

Table: 1.2

Fig:1.2

Interpretation:

From the above analysis we can know that the maximum no of employees are working more than 8 hours to reach their targets in time by setting goals

3.Do you generally feel you are able to balance your work-life?

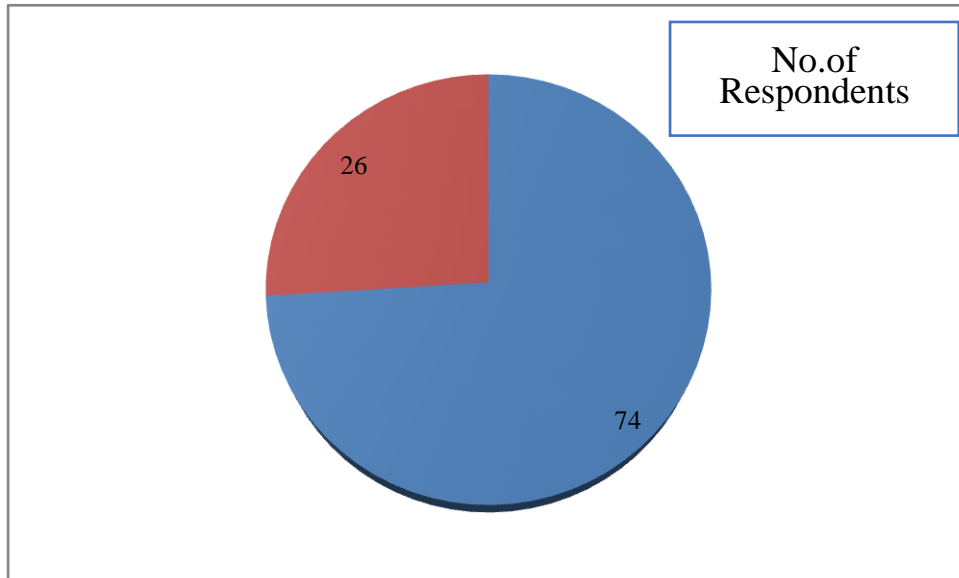| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	Yes	74	74
2	No	26	26
	Total	100	100

Table: 1.3

Fig: 1.3

Interpretation:

74% of employees are saying yes.

26% of employees are saying no.

From the above analysis we can know that maximum no of employees are having the good work life balance, and 26 percent of employees are saying no.

4.How do you feel about the amount of the time you spend at work?

Tab: 1.4

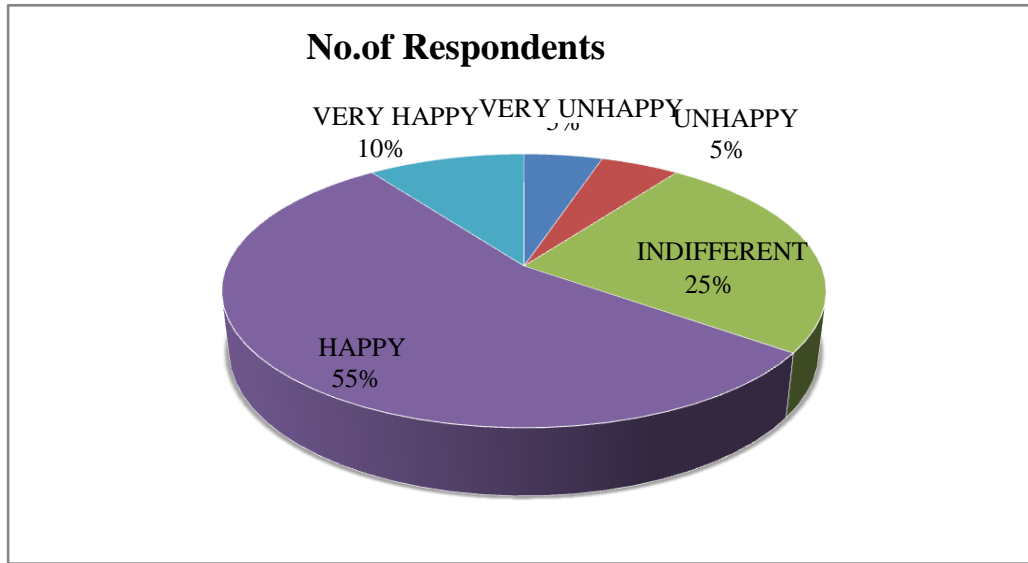| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	VERY UNHAPPY	5	5
2	UNHAPPY	5	5
3	INDIFFERENT	25	25
4	HAPPY	55	55
5	VERY HAPPY	10	10
	TOTAL	100	100

Fig: 1.4

Interpretation:

From the above analysis we know that half of the employees are happy with the time they are spending in office and 25% of employees are indifferent and rest of them is unhappy.

5.How do manage if stress arising from your work?

Tab: 1.5

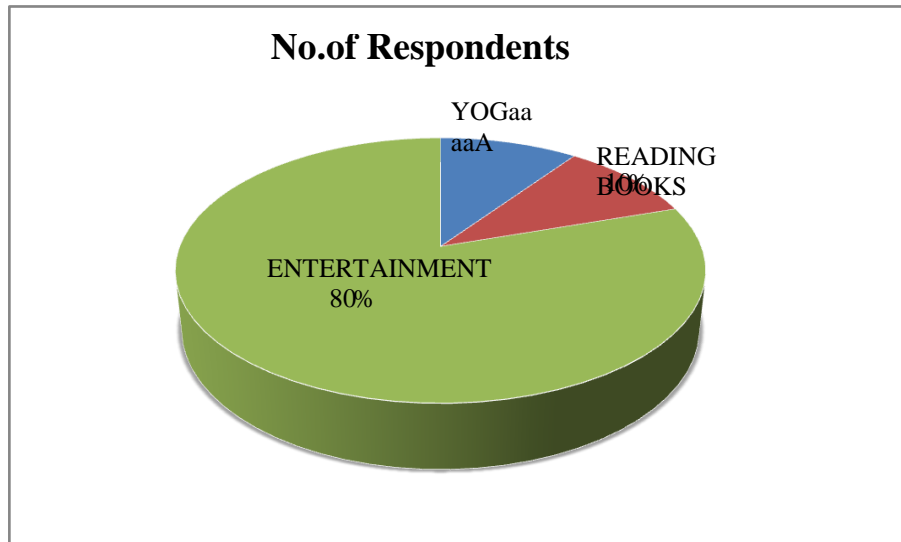| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	YOGA	10	10
2	READING BOOKS	10	10
3	ENTERTAINMENT	80	80
	TOTAL	100	100

Fig: 1.5

Interpretation:

80% of employees are in to entertainment. 10% are doing Yoga. 10% are Reading books. From the above analysis, we can know that 80 Percent of employees are in to different entertainment programs to take out their stress and rest of them are doing Yoga and reading books.

6.Does your company have a separate policy for work-life balance?

Tab: 1.6

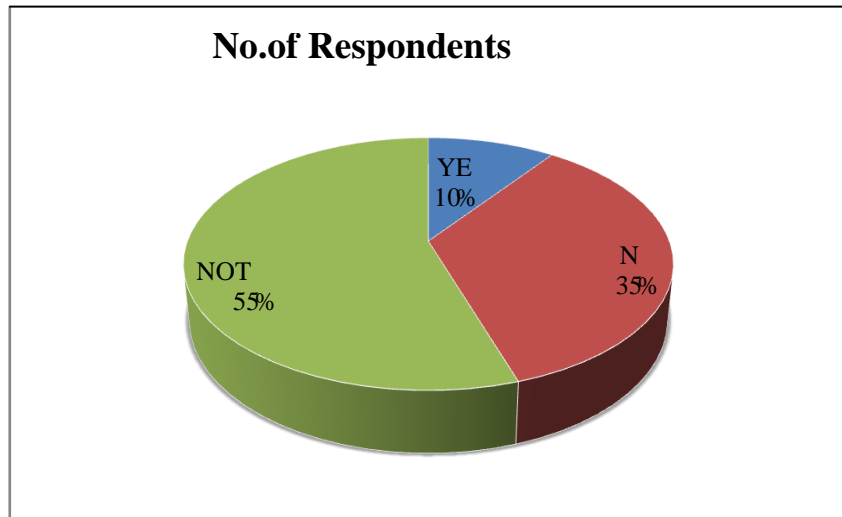| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	YES	10	10
2	NO	35	35
3	NOT AWARE	55	55
	TOTAL	100	100

No.of Respondents

Fig: 1.6

Interpretation:

55% of employees are not aware the separate policy for work life balance. 35% of employees have said no. 10% of employees have said yes. From the above analysis we can know that half of the employees are not aware of work life balance policy in company, 35 percent have said _NO'and 10% have said _YES'.

7.Does your organization provide you telephone for personal use?

Tab: 1.7

S.NO	ATTRIBUTES	NO. OF RESPONDENTS	PERCENTAGE
1	YES	56	56
2	NO	44	44
	TOTAL	100	100

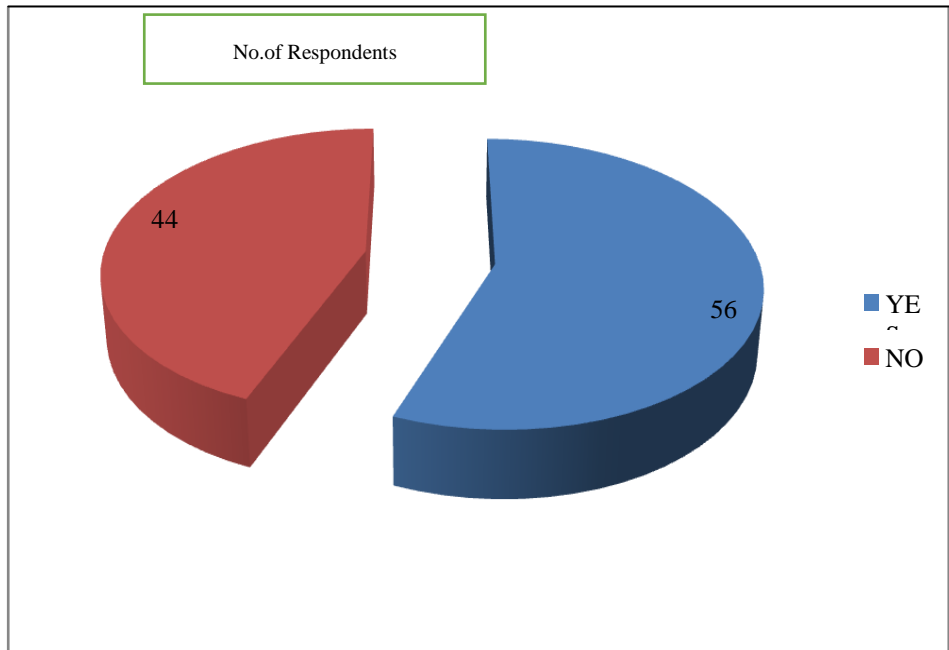No.of Respondents

44

56

YE
S

NO

Fig: 1.7

Interpretation:

From the sample size 100, 100 members have given the response for this question

1.   Only 56% have got cells for personal use

2.   44% have said _NO'

8.Does your organization provide you counselling service for employees

Tab: 1.8

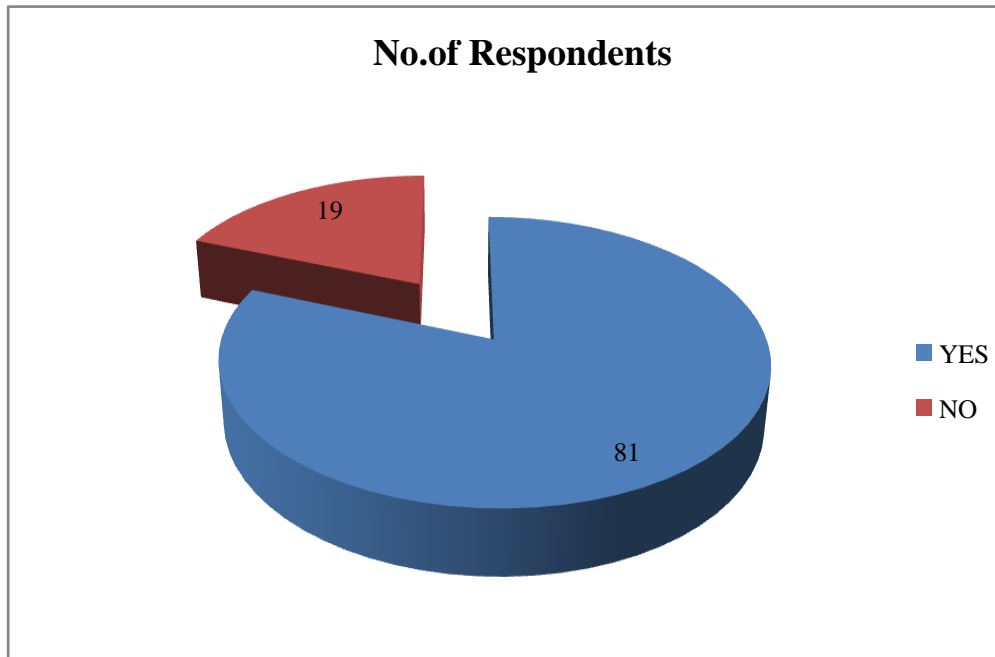| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	YES	81	81
2	NO	19	19
	TOTAL	100	100

Fig: 1.8

Interpretation:

From the sample size 100, 100 members have gave response for this question. 19% of employees have the counselling service. 81% are saying NO they don't have counselling service. From the above analysis we can know that maximum no of employees are not taking part in counselling, very less percent of employees are going for counselling.

9.Does your organization provide you Health programs?

Tab: 1.9

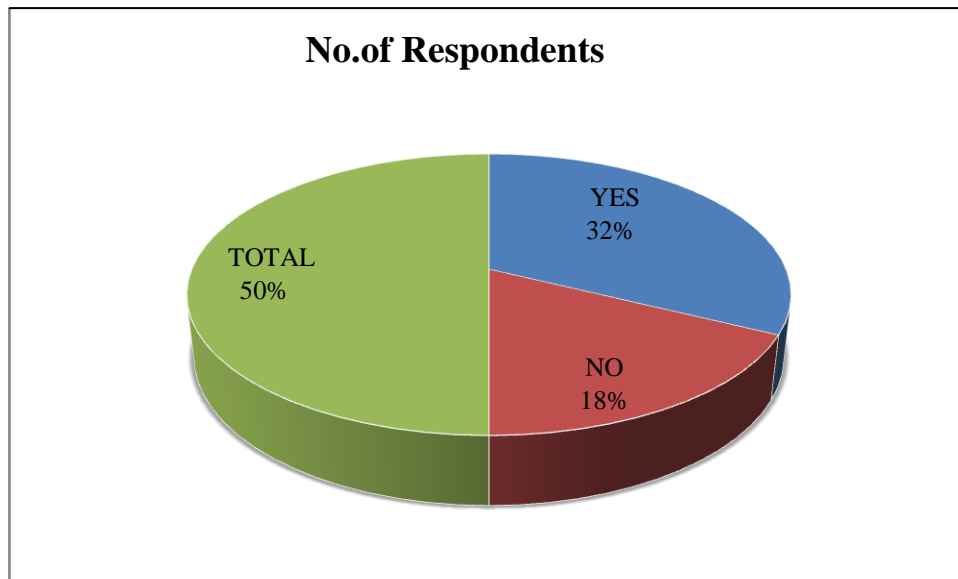| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	YES	11	32
2	NO	6	18
	TOTAL	17	50

Fig: 1.9

Interpretation:

From the sample size of 20, 17 members have gave the response. 32% are saying YES they have the regular health checkup in office. 18% are saying NO. From the above analysis we can know that there is a regular health checkup is going on in office and some of the employees are not taking part in.

10.Does your organization have a separate policy for work-life balance?

Tab: 1.10

S.NO	ATTRIBUTES	NO. OF RESPONDENTS	PERCENTAGE
1	YES	5	17
2	NO	10	33
	TOTAL	15	50

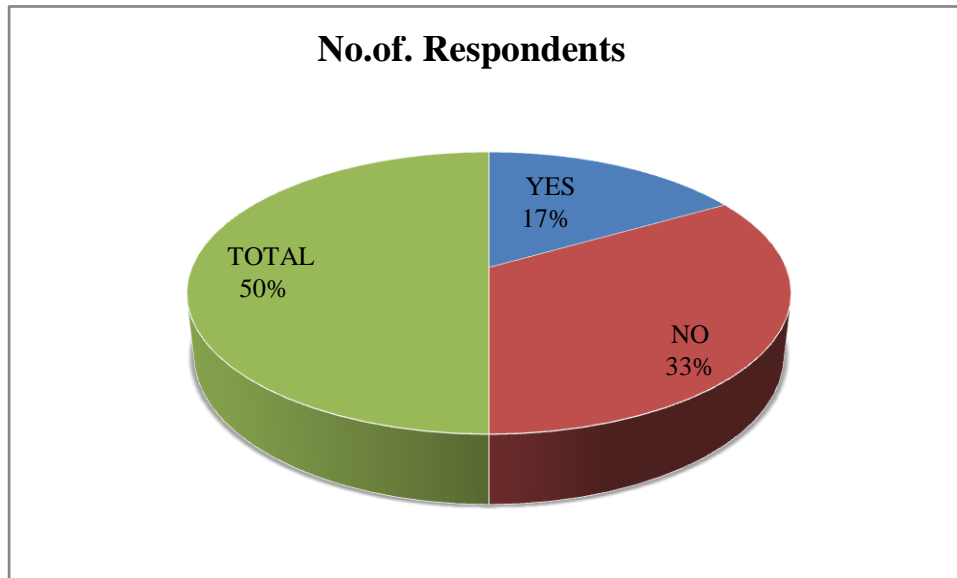## No.of. Respondents

YES
17%

NO
33%

TOTAL
50%

Fig: 1.10

Interpretation:

From the sample size 20, 15 members have responded for this question. 17% of employees have agreed that they have separate policy for work-life balance. 33% of employees have disagreed for this.

11.Does your organization provide you Exercise facilities?

Tab: 1.11

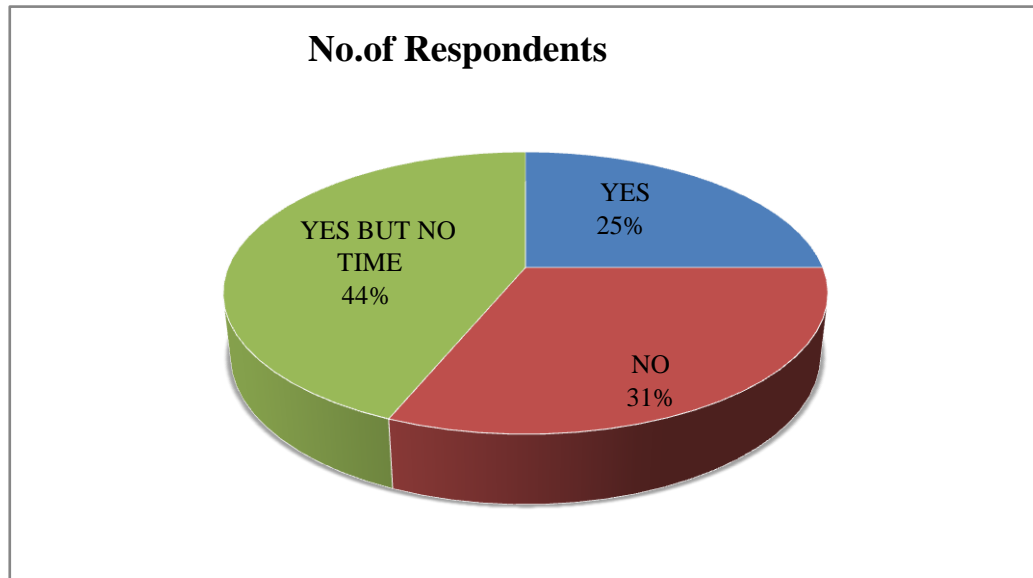| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	YES	4	25
2	NO	5	31.25
3	YES BUT NO TIME	7	43.75
	TOTAL	16	100

Fig: 1.11

Interpretation:

25% of employees are saying _YES. 44% of employees are YES but no Time 31% of employees are saying NO. From the above analysis we can know that there is a facility provided by company but there is no time for them to go.

12.Do you have more pressure of work in the organization?

Tab: 1.12

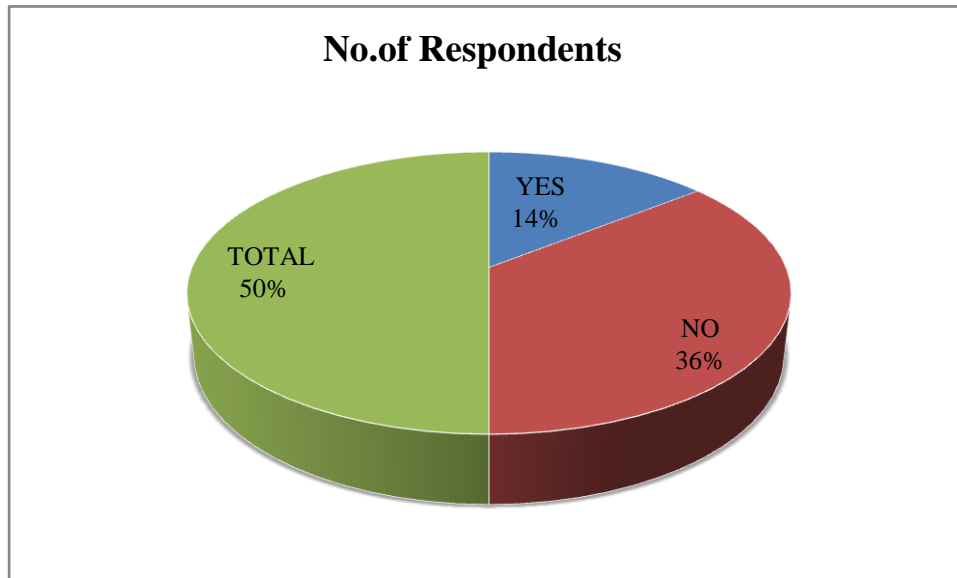| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	Yes	4	14
2	No	10	36
	Total	14	50

Fig: 1.12

Interpretation:

From the sample size 20, 14 have responded for this question. 14% of employees have said yes there is work pressure. 36% of employees have said no. From the above analysis we can know that maximum no of employees have said there is no work pressure in organization.

13.Does the company organize holiday camps and picnics to manage work-life and personal life?

Tab: 1.13

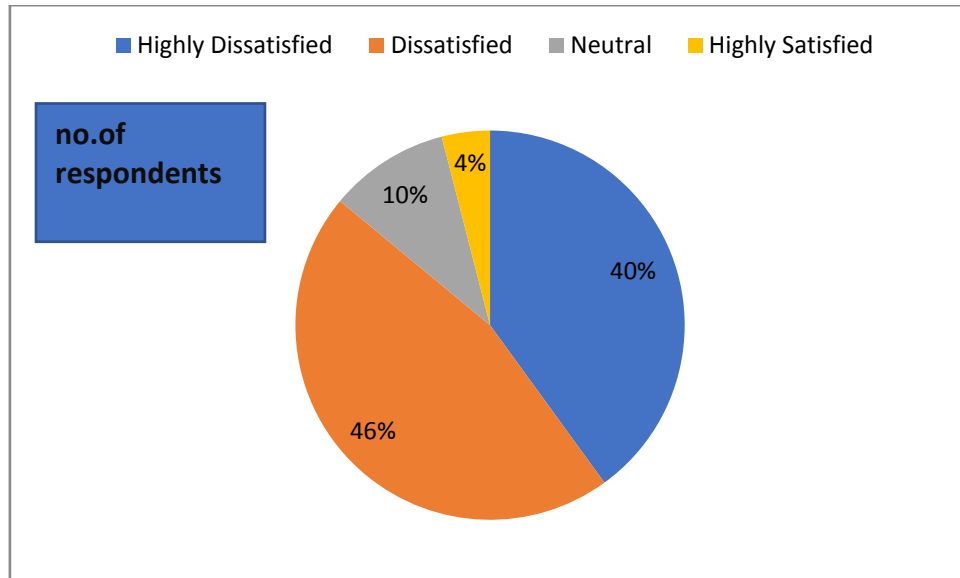| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	Highly Dissatisfied	20	40
2	Dissatisfied	23	46
3	Neutral	5	10
4	Highly Satisfied	2	4
	Total	50	100

Fig: 1.13

Interpretation:

Among the employees, most of the employees are dissatisfied about the picinicfacilities provided by the company.

14.Do you agree "your health is suffering because of work?

Tab: 1.14

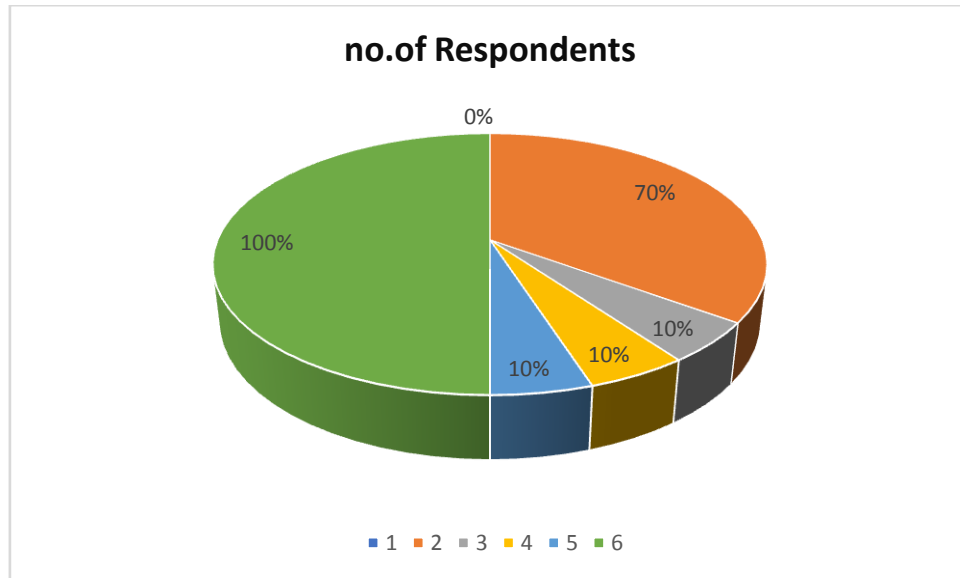| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	Agree	0	0
2	Disagree	70	70
3	strongly agree	10	10
4	strongly disagree	10	10
5	partially agree	10	10
	total	100	100

Fig: 1.14

Interpretation:

most of the employees are disagree (70%)

strongly disagree (10%)

strongly agree (10%)

partially agree (10%)

15.Are you satisfied with the working hours of the organization?

Tab: 1.15

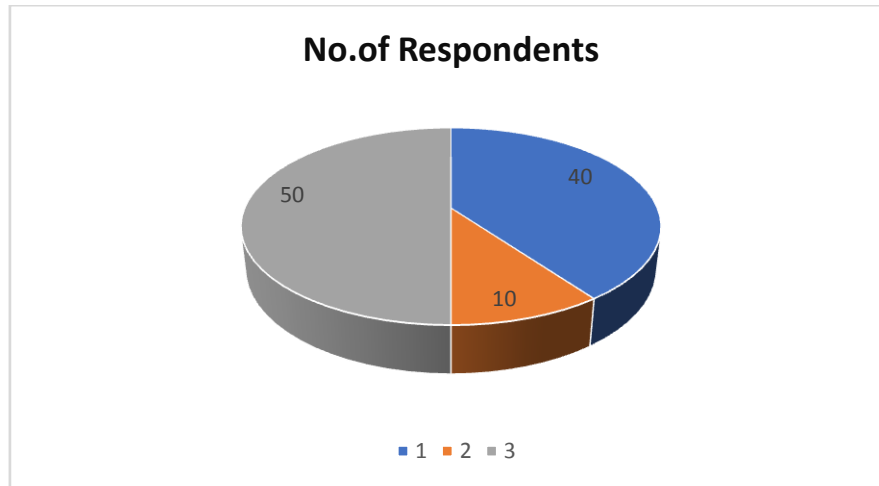| S.NO	ATTRIBUTES	NO.OF RESPONDENTS	PERCENTAGE
1	Yes	40	40
2	no	10	10
	total	50	50

Fig: 1.15

Interpretation:

Among the employees most of them are satisfying with their working hours.

FINDINGS

➢   From the table 1.1&1.2, it is inferred that weekly most of the employees are working more then regular timings.

➢   From the table 1.4, the working environment is very good and the employees are not feeling stress in office with that they are not feeling its again Monday.

➢   From table 1.5, most of the employees are going for entertainment programs

➢   From table 1.6, can know that there will be no separate work life balance in any company but have to balance the employees work life with company policies and procedures.

➢   From table 1.7, company is providing telephone for personal use.

➢   From the survey we can see that company is employing only full-time employees rather than part-time.

➢   Most of the employees enjoy their vacation without any work and never take their work at their home.

➢   From the survey I came to know that the organization won't provide any counselling services to the employees.

➢   Most of the employees satisfied with their working hours.

➢   Employees felt that they are not treated with respect.

➢   Employees felt that the salary packages are too low.

SUGGESTIONS

As a result of the data analysis and interpretation, here are some suggestions to improve the Employee work life balance at Aliens group.

❖   The effective employee work-life balance has better organizational commitment which leads to better production output and minimum employee turnover.

❖   Quality of food in the canteen of the company must be improved so that it will satisfy the employee tastes.

❖   Here the employees felt that they are not treated with respect,so the organization must show some respect.

❖   Most of the employees felt that the organization is not providing any counselling services ,so the organization should provide some counselling services

❖   The management should analyse the issues regarding to the work-life balance of its employees and should design and implement policies to resolve the issue.

For the employer, work-life initiatives create positive employer branding, promote being an employer of choice, foster organizational citizenship, and support diversity initiatives. For the employee, there is lesser stress, increased happiness, motivation, and productivity, and a better chance of reaching both personal and career goals satisfactorily. The key role of HR therefore, is to understand the critical

issues of work-life balance, integrate it into the organizations HR policy, and champion work-life balance programmes.

CONCLUSION

From the study it is clear that Work-life balance programmes offer a win-win situation for employers and employees. While the employee may perceive work-life balance as the dilemma of managing work obligations and non-work responsibilities, work-life balance from the employer's point of view encompasses the challenge of creating a supportive company culture where employees can focus on their jobs while at work. In whichever way it is viewed, the existence of effective work-life balance programmes in an organization will do both the employee and employer good.

Appendix

1.How many days in a week do you normally work?

☐ Less Than 5 Days

☐ 5 Days

☐ 6 Days

☐ 7 Days

2.How many hours in a day do you normally work.

☐ 7-8 hours

☐ 8-9 hours

☐ 9-10 hours

☐ 10-12 hours

☐ More than 12 hours

3.Do you generally feel you are able to balance your work-life?

☐ Yes

☐ No

4.How do you feel about the amount of the time you spend at work?

☐ Very Happy

☐ Unhappy

☐ Indifferent

☐ Happy

☐ Very Happy

5.How do manage if stress arising from your work.

☐ Yoga

☐ Reading books

☐ Entertainment

6.Does your company have a separate policy for work-life balance?

☐ Yes

☐ No

☐ Not Aware

7.Does your organization provide you telephone for personal use?

☐ Yes

☐ No

8.Does your organization provide you counseling service for employees

☐ Yes

☐ No

9.Does your organization provide you Health programs?

☐ Yes

☐ No

10.Does your organization have separate policy for work-life balance?

☐ Yes

☐ No

11.Does your organization provide you Exercise facilities?

☐ Yes

☐ No

☐ Yes But No time

12.Do you have more pressure of work in the organization?

☐ Yes

☐ No

13.Does the company organize holiday camps and picnics to manage work-life and personal life?

☐ Highly Dissatisfied
☐ Dissatisfied
☐ Neutral

☐   Highly Satisfied

14. Do you agree "your health is suffering because of work?

☐   Agree

☐   Disagree

☐   Strongly agree

☐   Strongly disagree

☐   Partially agree

15.Are you satisfied with the working hours of the organization?

☐   Yes

☐   No

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