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GENDER EQUALITY AND
EQUAL TREATMENT COMMISSIONER



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COMMISSIONER
FOR PROTECTION
OF EQUALITY



ACHIEVING WORK-LIFE BALANCE

Towards Gender Equality Through Increased Capabilities for Work-Life Balance

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1. We all care about our family. But we want to do a good job at work, too.
2. We have obligations both at work and at home.
3. But sometimes we're needed at work and at home at the same time!
4. If you have a job, it's harder to look after young children or older family members.
5. For people who have to look after someone, things are easier if their boss takes their needs into account.
6. Sometimes, if you work and have a family, there's no time to relax at all.
7. In a difficult situation, it's your right to get help!
8. Your boss has to help you, and so does your local government and the state. Your colleagues can help you, too.
9. So how do you get help to achieve work-life balance?



1



4



9

10. **By talking about your concerns!**

- 11. Think about what worries you most at work and at home.
- 12. Talk to your friends and family about your concerns.
- 13. Talk to your boss and your colleagues about them, too.
- 14. Your boss is required to offer working conditions that suit you.
- 15. Go to your local government office and tell them about your concerns as well.
- 16. They're required to give you the help and advice you need.

17. **By knowing your rights!**

- 18. You're probably not aware of all your rights.
For example, you might have the right to take extra holidays.
Or you might have the right to work flexible hours.
This means you get a say about what time you start and finish work.



19. Ask an expert about your rights.

You can go to your local government office and talk to them, or talk to your boss, or the person in charge of personnel at your work, or contact the Equal Opportunities Commissioner.



20

20. Your boss has to answer your questions and discuss with you how to achieve work-life balance.

21. Find out what help you can get to achieve work-life balance.

22. **By thinking about your options!**

23. You might be offered different solutions to your problem.

24. Think about which option will work for you.

25. Think about how you can make best use of the help you get.

26. **There are laws on work-life balance in every country in the European Union.**

27. If you have to work, but you also have to look after children or older people, you can get help in a variety of ways.



23



26

28. Men and women have equal rights and the same obligations.
Men who have jobs are also given the option to spend more time with their family.
29. Support is available for people who have to look after family members.
30. You're not alone with your concerns!
You can work and take care of your family at the same time.
You have different rights to help you achieve work-life balance.
Use them! Talk to your boss about how best to organise your work.



28