

Athena Swan Work-Life Balance: Ideas for Line Managers

The Athena Swan Work-Life Balance Group would like to remind Line Managers about the importance of a good work-life balance.

Our work-life balance survey of SHS staff in August 2024 indicated:

*51% of staff report creating a **home/work divide***

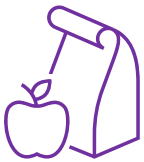
*62% of staff report blocking out time for **lunch** each day*

*65% of staff report **protecting leave/non-working days***

In light of these results, we ask that you positively role model and regularly explore the following questions with your team members.



Flexible working: Does your current work pattern suit your expectations regarding your own work-life balance? How can it be flexed without compromising service delivery and collegiality?



Lunch break: Are you taking a daily lunch break and taking time for yourself or seeking the company of others?



Annual leave: Are you taking all your allocated annual leave and avoiding work in non-workdays?



Focus time: Are you keeping some time free of meetings/teaching each week? Are you making use of your allocated scholarship and development time?



Meetings: Are there meetings or events where you could rotate attendance with colleagues/send written notes to create more scholarship time?