

DISCONNECTING FROM WORK:

BENEFITS & TIPS

WHAT IS DISCONNECTING FROM WORK?

In support of The Working for Workers Act legislation, the University encourages its employees to achieve a healthy and sustainable work-life balance. The University's Disconnecting from Work Policy affirms the University's support of a workplace culture that respects employees' rights to disconnect from work outside of their working hours.

BENEFITS OF DISCONNECTING:

Having uninterrupted personal time away from work allows your body and mind the opportunity to relax and recharge. The benefits of being able to disconnect from work include:

- Feeling happier and healthier
- Feeling more productive
- Experiencing higher job satisfaction

TIPS FOR DISCONNECTING:



When not on-call, set aside work devices outside of working hours.



Refrain from sending work related emails or making work related phone calls outside of working hours or expecting answers or responses outside working hours.



Take earned breaks and use that time to focus on something other than work.



If sending emails outside of regular business hours, include text such as: 'Please do not feel obliged to reply to this email outside of your work hours.'



Be mindful of other employees' working hours, and their time outside such hours.



When working outside a campus building, such as from home, dedicate a space reserved for work, if possible.



Prioritize health and personal life outside of work.

HAVING TROUBLE DISCONNECTING?

If employees have questions or concerns that they feel are impacting their ability to disconnect from work, they are encouraged to raise these matters with their manager or, where appropriate, Human Resources.