**Work/Life Balance**

Our work is important and requires us to bring our best selves to it, which means prioritizing our own wellness.

* We support compressed work weeks when offered during the summer.
* We support teams (or the whole department!) coordinating synchronized time off to limit pressure on our inboxes, and so we can all come back refreshed and ready to go on the same schedule. When this happens, the team(s) will designate an on-call person to direct email traffic in the event of emergencies.
* We trust our teams and their ability to manage their time effectively. Direct managers are encouraged to provide their staff with flexibility, with an expectation that they allow their staff to work when it best suits them, but also to hold them accountable to established deadlines/quality work products, as well as other commitments that are essential to the performance of work, such as mandatory HR trainings and meetings.
* We encourage individuals to take whichever personal steps they might need in order to create work life balance.
* Where possible, staff should prioritize taking all of their PTO available each year, with an emphasis on as many Level 1 vacations as possible. (Level 1 vacations are those in which employees are completely unavailable to work needs.) This requires planning, communication, and cross training, which should also be a priority.
* We support people taking PTO without having to provide a reason for being away. We relate to PTO “requests” as advisory notices, not permission-granting. We want to know when folks are available/not available for planning and communication purposes, but assume that people are working within their teams to plan for their absence appropriately, including coordinating coverage, and that they’re communicating their absence in advance with both internal and external stakeholders. Whenever possible, avoiding PTO during predictably busy times and creating plans for cross-team collaboration if this can’t be avoided.
* We encourage our staff to step away for outside commitments and care of self and others including family, pets, friends, partners, dependents, etc., as needed, in conjunction with solid communication with their managers and team to ensure their workload is managed.
* We believe we each have a responsibility to protect our co-worker’s inboxes by delaying delivery of emails so that they arrive during normal business hours (for that person, not just our own “normal”), and removing people who are on PTO from email chains whenever it’s possible to do so.
* We believe we may not get this right out of the gate, and so are open to hearing feedback from anyone in our department who may have concerns about their own work-life balance.