

FACT SHEET

OVERWHELMED AMERICA:

TIPS FOR EMPLOYEES: DON'T BE A WORKPLACE MARTYR!

There's a worrying trend in the American office: the workplace martyr. A workplace martyr believes only he or she can get the job done and must sacrifice health and well-being to do so. Although American workers instinctively recognize the benefits of taking time off from the job, many workers will not use some of their paid time off (PTO) this year. Is a workplace martyr complex preventing you from reaping the benefits of time away from the office?

ARE YOU A WORKPLACE MARTYR?

SPOT THE SYMPTOMS:

- **You're stressed and need a vacation, but you don't take one.** A vast majority (72%) of employees say they are suffering from stress at work, but four in ten workers (41%) will not use some of their paid time off in 2014.
- **You're convinced you're the only person in the company who can do your work.** More than one-third of employees (35%) won't use their time off because they believe "nobody else can do the work."
- **You think face time = dedication.** Nearly three-in-ten (28%) respondents don't use all their time off because they want to show complete dedication to the company and their job.
- **You prefer to work rather than take time off.** Nearly one-fifth of (17%) employees would rather work than use their PTO.
- **You don't find it easy to use PTO.** Workers can be their own biggest barrier when it comes to using PTO. About two-in-five workers (37%) say it is not easy to use the PTO they have earned.

HOW TO TAKE TIME OFF:

- **Know that your boss believes in the benefits of PTO.** Nearly all senior business leaders agree, when employees use their PTO, they return focused, recharged and renewed, ready to work more efficiently, creatively and productively. They also know that using PTO gives employees a chance to de-stress and improve health and well-being, which cuts down on burnout, sick days and, ultimately, turnover.
- **Plan ahead.** Check your PTO dates against a master calendar like 62% of employees do; finish as many tasks as possible in advance, unlike almost half (49%) of workers; and coordinate with your coworkers before using your PTO to cover your responsibilities—nearly three in ten (29%) people don't.
- **Remind your coworkers that you're leaving, and send them a note before you head out.** Four-in-ten (40%) workers neglect to send a friendly reminder that they will be out of the office.
- **Show and tell.** Talk about your PTO experience when you return to work and share the benefits of your time off with your colleagues. Nearly three in ten (28%) don't.
- **Support your coworkers in taking a well-deserved break.** Roughly four in ten bosses (43%) and coworkers (37%) workers don't encourage their colleagues to use their PTO.

FAST FACTS



Worried you'll return to a mountain of work? About three-quarters of HR professionals (77%) believe that employees who use most or all their vacation time are more productive than those who take less vacation.



Seventy-five percent of HR professionals report that employees who take most or all of their vacation days tend to "perform better" compared with employees who take less vacation.