

WORK – LIFE BALANCE

Action Plan Presentation

Trakai District Municipality Administration · 2026

*CHECK – Challenge Equality in Employment & Care
Co-funded by the European Union*



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Head of Social Support Department

Trakai District Municipality Administration

Head of the largest department in the municipality — leading a team where many staff balance work with caring for young children or elderly family members.



Anželika Geiciūnienė

Deputy Head, Legal & HR Department

Equal Opportunities Officer

10 years at Trakai · Mother of two (ages 12 & 5) · Personally uses remote Mondays & paid childcare leave days.



Trakai District Municipality Administration



Mission: Effectively organise public administration, deliver quality public services, promote social, economic and cultural development, and ensure sustainable territorial growth of Trakai District.

A public administration institution implementing Municipal Council and Mayor decisions and organising municipal functions across Trakai District — grounded in the Constitution of Lithuania, statutes and council decisions.

194

Total
staff

137

Women
(71%)

57

Men
(29%)

16

Departments

8

District
offices

Staff Distribution by Age Group and Gender

15–19		20–24		25–29		30–34		35–39		40–44		45–49		50–54		55–59		60–64		65+		Total
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M+F
0		0		2		3		8		8		4		8		6		11		8		58
0		2		9		12		19		17		20		10		27		21		20		157

♂ Men (sage)

♀ Women (terracotta)

HR data: 137 women, 57 men · 16 departments, 8 district offices



🏆 22 women (11%) and 11 men (6%) hold managerial positions. Administration led by Director Dovilė Daudaitė (woman); deputy Romuald Zviagin (man). Council: 13 women, 12 men.

Where tradition meets change

Still visible patterns

 Social care, finance & document management — almost entirely women

 Technical, control and field roles — predominantly men

 Drivers and maintenance in district offices — predominantly men

Breaking the mould

 Administration led by a woman — Director Dovilė Daudaitė

 Municipal Council: 13 women & 12 men — equal political voice

 Paternity leave growing: 1 man (2024) → 3 men (2025)

 Mayor Andrius Šatevičius also uses the additional paid childcare leave day available to elected officials.

Who uses what — today



Reduced Working Week (32 h, until child turns 3)

♂ Men: 3

♀ Women: 5

8

total



Additional paid childcare leave days

♂ Men: 8

♀ Women: 30

38

total



Paternity Leave (fathers)

2024: 1 man → 2025: 3 men → 2026: 0 so far

Why an Action Plan?

71% women — many balancing care responsibilities alongside work

Public institution setting the standard for modern employment

Retaining skilled professionals by reducing burnout

Employees who thrive deliver better services to Trakai residents



Work–Life Balance Action Plan

1 Working Time Organisation

2 Workload Management

3 Organisational Culture

4 Psychological Wellbeing

5 Physical Health

6 Work–Family Balance

7 Motivation

8 Competency Development

9 Internal Communication

10 Monitoring & Evaluation

11 Right to Disconnect

12 Workplace Microclimate

13 Individual Arrangements

14 Leadership Accountability

15 Peer Support Network

16 Work Efficiency

17 Inclusion & Equality

18 Purpose & Meaning

19 Digital Hygiene

20 Crisis & Peak Management

1	Working Time Organisation Flexible schedules, remote/hybrid options, time tracking and periodic review of practice	Q4 2026	HR Dept.	► ≥70% of staff using flexible arrangements
2	Workload Management Monitoring system, regular reviews, task prioritisation and burnout risk identification	Ongoing	Dept. Heads	► Reduced burnout indicators
3	Organisational Culture After-hours comms guidelines, mentoring, team-building and experience-sharing sessions	Q3 2026	Management	► Improved satisfaction scores
4	Psychological Wellbeing Stress management training, psychological consultations, burnout prevention, mentoring support	2026–2027	HR Dept.	► ≥60% participation
5	Physical Health Physical activity support, supplementary health insurance, ergonomic improvements	2026–2027	Health & Safety	► Reduced sick-leave rates

6	Work–Family Balance Flexible schedules for parents/carers, individual agreements, mentoring for returnees, gender equality assurance	Ongoing	HR Dept.	► Positive employee feedback
7	Motivation Additional rest days, recognition system, appreciation events, non-financial motivation measures	Q4 2026	Management	► Lower staff turnover
8	Competency Development Time management, work–life balance training, mentoring programmes, professional development	2026–2027	HR Dept.	► ≥50% participation
9	Internal Communication Regular employee surveys, feedback sessions, information sharing, employee involvement in decisions	Annually	HR Dept.	► ≥60% engagement
10	Monitoring & Evaluation Define wellbeing indicators, regular data analysis, effectiveness review, reporting and plan adjustments	Ongoing	Dept. Heads	► Continuously improving indicators

11	Right to Disconnect Disconnection policy, after-hours communication boundaries, manager training, compliance monitoring	Q3 2026	HR Dept.	► Reduced stress levels
12	Workplace Microclimate Periodic wellbeing surveys, ergonomic improvements, noise reduction, better lighting, rest zones	2026–2027	Health & Safety	► Improved wellbeing ratings
13	Individual Arrangements Annual one-to-one reviews, individual work arrangement agreements, effectiveness monitoring	Ongoing	Dept. Heads	► Improved individual feedback
14	Leadership Accountability Wellbeing indicators in manager evaluations, leadership training, good-practice sharing	Q4 2026	Management	► Better team outcome scores
15	Peer Support Network Wellbeing ambassadors network, contact persons, peer support promotion, community spirit	2026–2027	HR Dept.	► Higher engagement

16	Work Efficiency Meeting standards (time limits, agendas), meeting-free periods, improved work planning	Q3 2026	Management	► Higher productivity
17	Inclusion & Equality Assess different employee group needs, adapt conditions, ensure equal opportunities, monitor equality indicators	Ongoing	Eq. Opport. & HR	► Improving equality indicators
18	Purpose & Meaning Communicate organisational results, involve staff in decisions, strengthen sense of mission	Ongoing	Management	► Higher job satisfaction
19	Digital Hygiene Email & communication rules, reduce information overload, optimise IT systems, efficient digital tools	Q3 2026	IT & Document Mgt.	► Lower digital fatigue
20	Crisis & Peak Management Action plans for high-intensity periods, additional resources, compensation mechanisms, workload management	Ongoing	Dept. Heads	► Reduced overwork incidents

Success looks like...

70%

Staff using
flexible arrangements

60%

Wellbeing training
participation

50%

Competency training
participation

60%

Employee survey
engagement



Burnout &
sick leave



Leadership
scores

When things happen

Q3 2026

Org. culture, disconnect policy, digital hygiene, efficiency

Q4 2026

Working time org., motivation, leadership accountability

2026–2027

Wellbeing, health, competency development, microclimate

Ongoing

Workload, family balance, monitoring, inclusion, purpose

Annually

Internal communication surveys & feedback cycles

Thank you!

Questions & Discussion

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