



What Does Flexible Work Life Look Like?

Flexible work arrangements are alternative arrangements or schedules from the traditional working day and week. Employees may choose a different work schedule to meet personal or family needs. Alternatively, employers may initiate various schedules to meet their customer needs.

Here are some examples of a flexible work life:

1) FLEXTIME

This allows employees to set their own start and end times (within limits determined by management) and adapt them to the needs of their home life. It can sometimes tremendously reduce the stress of child care.

2) JOB-SHARING

This lets two people share the responsibilities of one full-time position. It can allow employees to work part time and still keep their careers on track while providing for more family time.

3) COMPRESSED WORKWEEK

A compressed work week can let employees work full-time hours over four days to have an extra day off, if needed.

4) REMOTE WORKERS

Remote workers do their regular work from home, instead of going into the office. Working out the details on work hours and communication methods helps avoid any confusion and promote transparency.

5) REDUCED HOURS

Employees may be able to arrange fewer work hours than is standard for a full-time week. Such arrangements may be temporary or permanent based on individual circumstances and, in some cases, health problems or disabilities.

6) BANKING OF HOURS

Employees may be able to bank the extra hours they work instead of being paid for them, usually over a set period (weekly, monthly or yearly). Such arrangements often combine flextime and a compressed workweek. They can also help reduce required overtime.