

# Compressed Workweek



## What is it?

A compressed workweek arrangement enables employees to complete their full-time hours in fewer days. Rather than working five days a week for eight hours each day, you could opt to work 10 hours over 4 days.

## How it works

A compressed 40-hour workweek involves working for 10 hours a day on four days of the week and, in exchange, having one "flex-day" off during the week. Alternatively, an employee could work for nine hours a day on four days and, in return, enjoy a half-day off one day per week.

## Tips and Tricks

- Assess whether the tasks can be executed with the same level of efficiency in a condensed workweek as they are currently performed.
- Examine whether your schedule and personal situation align with the demands of a compressed workweek.
- Understand the potential implications for employee benefits in accordance with the organization's human resource policies and procedures.
- Consider whether flexible working hours will influence co-workers and their capacity to fulfill their job responsibilities.

## How to Plan your Commute

- Modify your working hours to steer clear of the busiest commuting times, thereby lessening traffic congestion and emissions.
- Contemplate the option of ride-sharing or utilizing public transit when you need to commute to your workplace.

