

Flexible Working Hours



What is it?

Also known as 'Flex time', this practice allows employees to complete a full day of work while having the flexibility to adjust their working hours. Often, there are predefined guidelines to ensure the presence of a "core" working period within the arrangement. Flex time is typically agreed upon in advance through discussions between employees and managers, with specific start and end times within a designated range. This arrangement typically doesn't alter the total number of hours worked.

How it works

The commencement and conclusion of work hours are determined through discussions with employees. For instance, instead of adhering to a schedule of 8 a.m. to 4 p.m., an employee might opt for a working period from 10 a.m. to 6 p.m.

When employees arrive at varying times in the morning, it is referred to as having staggered hours.

Tips and Tricks

- Assess whether tasks can be performed with the same level of efficiency when utilizing flexible working hours compared to your current schedule.
- Consider whether your personal schedule and situation can adapt to a modified start and end time.
- Evaluate the potential implications on employee benefits in accordance with the organization's human resource policies and procedures.
- Examine if flexible working hours might influence co-workers and their capacity to fulfill their job responsibilities.

How to Plan your Commute

- Adapt your working hours to steer clear of the busiest times for commuting, thereby diminishing both traffic congestion and the release of emissions.
- Consider the option of ride-sharing or utilizing public transportation for your work commute on the days you need to go to the office.

