

## Some of the more common flexible working arrangements

Types of flexibility	Potential benefits of flexibility	Examples of approaches to flexibility
<b>FLEXI TIME</b>		
<p><b>Flexi hours</b></p> <p>Options that allow employees to vary their work hours.</p>	<ul style="list-style-type: none"> <li>Improves efficiency if work schedules match employees' most productive hours.</li> <li>Gives employees more control over scheduling personal responsibilities during the workday.</li> <li>Allows for commuting outside of peak rush hours.</li> <li>Retains employees who need time off to care for dependents or to meet other responsibilities outside of paid work.</li> <li>Expands labour pool.</li> <li>Brings broader range of knowledge, skills and experience.</li> <li>Provides an option for employees who want to reduce their hours, but whose jobs cannot be done on a part time basis.</li> </ul>	<p><b>Flexi time / Adjusted hours</b> – employees work for an agreed total number of 'core hours' and choose when their working day begins and ends.</p> <p><b>Core hours</b> – hours (for example, 10am to 4pm) during which employees working flexi time must be at work.</p> <p><b>Staggered hours</b> – different start and finish times for employees in the same workplace.</p> <p><b>Time in lieu / Time banking</b> – any extra hours worked are compensated for by paid time off.</p> <p><b>Flexi breaks</b> – stopping for breaks at times that suit the employee's particular workload.</p> <p><b>Part time / Reduced hours / Job sharing / Job splitting</b> – these options mean that employees work less than full time hours. To achieve this, the job is often redesigned and responsibilities split between a number of part time employees.</p> <p><b>As needed hours / On call / Casual</b> – employees are on call and work hours as needed, either at home or in the workplace.</p>
<p><b>Flexi weeks</b></p> <p>Options that allow employees to vary their weekly work pattern.</p>	<ul style="list-style-type: none"> <li>Improves productivity if some work can best be accomplished during quieter times of the day/week.</li> <li>Allows for more days off.</li> <li>Decreases the number of days employees commute.</li> <li>Allows for commuting outside of peak rush hour.</li> </ul>	<p><b>Compressed week</b> – weekly full time hours are worked over a shorter time period.</p> <p><b>Weekday/weekend swap</b> – employees swap working on a weekday for working on a weekend day.</p> <p><b>Shift self-selection</b> – employees contribute to development of shift work schedules and choose own shifts.</p> <p><b>Weeks on/weeks off</b> – working one or several weeks and taking one or several weeks off.</p>
<p><b>Flexi year</b></p> <p>Options that allow employees to vary their yearly work pattern.</p>	<ul style="list-style-type: none"> <li>Provides options for employees to take limited or extended time off from work to manage various family and personal responsibilities.</li> </ul>	<p><b>Term-time working</b> – working during the school terms and taking paid or unpaid time off during school holidays.</p> <p><b>Annualised hours</b> – an agreed number of hours worked on a yearly rather than a weekly basis.</p> <p><b>Buyable leave</b> – employees exchange an agreed reduction in salary for extra periods of leave over a specified period.</p>



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<b>FLEXI PLACE</b>		
<p><b>Flexi location</b></p> <p>Options that allow employees to work from locations other than their designated workplace.</p>	<ul style="list-style-type: none"> <li>• Offers alternative to relocation.</li> <li>• Expands labour pool geographically.</li> <li>• Reduces office space and associated costs.</li> <li>• Accommodates employees with disabilities.</li> <li>• Reduces or eliminates commuting.</li> <li>• Provides an environment with fewer workplace distractions.</li> <li>• Allows employees to work during their “personal best time”.</li> </ul>	<p><b>Tele-working / Tele-commuting / Home-working / Remote-working</b> – all these options involve working from home or another location outside of the workplace on either a full or part time basis.</p>
<p><b>Flexi worksite</b></p> <p>Options that allow employees to work from different locations within the workplace.</p>	<ul style="list-style-type: none"> <li>• Encourages collaboration across work-groups and project teams.</li> <li>• Reduces permanent office space and associated costs.</li> </ul>	<p><b>Hot desking</b> – temporary use of a workstation.</p>
<b>FLEXI CAREER</b>		
<p><b>Flexi career</b></p> <p>Options that allow employees to move in and out of the workforce and structure their career around other interests/responsibilities.</p>	<ul style="list-style-type: none"> <li>• Expands labour pool.</li> <li>• Provides options for gradual return to work after parental or other leave.</li> <li>• Allows gradual entry into retirement.</li> <li>• Provides opportunities for cross-training and skill enhancement.</li> </ul>	<p><b>Career break / Sabbatical</b> – extended periods of leave that are normally unpaid.</p> <p><b>Work transition</b> – provides opportunities for employees to make changes in their work hours, location, or job responsibilities. For example, moving to a less demanding job when approaching retirement.</p> <p><b>Phased retirement</b> – hours of work are progressively reduced until full retirement is reached at a specified date.</p> <p><b>Phased return / Gradual return</b> – hours of work are progressively increased until a final schedule of full or part time hours is reached at a specified date. Often used by parents returning from parental leave.</p> <p><b>Self managed work</b> – employees work in their own way, often without direct supervision, towards an agreed goal.</p> <p><b>Job rotation / Role rotation</b> – employees move between two or more jobs so they can cross-train and develop a wider variety of skills.</p>

