



TenStep Supplemental Paper

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Flexi Options

Organizations offering flexible work options will necessarily have to analyze the needs of their employees. The following are a few ways in which progressive organizations are offering their options.

Flexible work arrangements can be classified into three categories:

Full-time Fixed: Full-time is the number of hours per week agreed upon by both employees and employers. It usually ranges from 40-48 hours per week. The options available in this category are:

- Alternate workweek - The employee has an option to choose his workweek. His workweek (if the company works five day a week) can be from Monday to Friday or Wednesday to Sunday.
- Extended weekend every other week. The extra hours worked in a week can be carried forward to take an extra day off in the next week, provided the extra hours count up to one full day's working hours.
- Compressed workweek: The employee has the option to fulfill the fixed number of working hours per week in less than the number of working days stipulated. He can work for four days instead of five days, and take off on the fifth day (if the company works five day a week).

Part-time Fixed: The employee has an option to work for the fixed hours and fixed days per week, but the total number of hours per week would add up to less than the stipulated 40 or 48 hours per week. The employee might work for six hours a day, five days a week (75% of attendance) or eight hours a day, four days a week (50% of attendance).

A sub option in this category is 'Job Sharing', where the full-time position is shared by two employees working at different times.

Partial-year permanent appointments: This category refers to employees who are permanent, but during times of low activity in the organization they sent on a sabbatical or for temporary time off. This period of time when an employee does not work is called a furlough, which can at the most be for a period of three months in a year. The employees under this option are entitled to all the benefits of a permanent employee for the nine months they work but have a choice to spread their pay checks to 12 months.

As flexible work options are becoming more popular, organizations opting for them should identify the right program for the right reasons.