



COMPRESSED WORK WEEK

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

What is Compressed Work Week?

Compressed Work Week is an arrangement that provides flexibility in working schedule. This method allows employees to get time off (i.e. a day or half day) every week or alternative week if the contracted number of hours have been fulfilled.

01 | 5/40 Schedule

Employees work four 9-hour days and get a half day off on the 5th day.



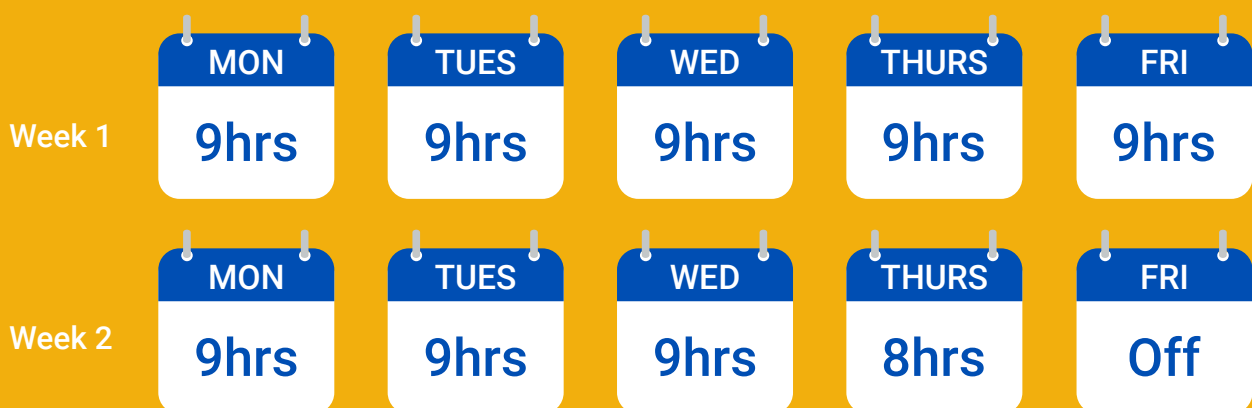
02 | 4/40 Schedule

Employees work four 10-hour days and have the 5th day off.



03 | 9/80 Schedule

Employees work a total of 80 hours in a span of 9 days and get the 10th day off.



Success factors for Compressed Work Week



01 Employee compliance to Compressed Work Week policies, procedures and working time regulation.

02 Ensure sufficient staff coverage at all times.



03 Ability of Compressed Work Week to meet customer demands.

Possible challenges and mitigation actions for implementation

Challenges	Description	Mitigation Actions
 <p data-bbox="188 703 331 779">Employee fatigue</p>	<ul data-bbox="475 510 863 835" style="list-style-type: none"> • Working extended days (9 – 10 hours daily) can be exhaustive especially if jobs involve highly repetitive tasks. • Employees' productivity might decline due to fatigue or stress. 	<ul data-bbox="948 510 1474 577" style="list-style-type: none"> • Give a minimum break of 30 minutes for every consecutive 5 hours of work.
 <p data-bbox="108 1189 411 1265">Maintaining operational coverage</p>	<ul data-bbox="475 974 874 1160" style="list-style-type: none"> • Different working schedule arrangements might result in insufficient number of employees during peak period. 	<ul data-bbox="948 974 1501 1086" style="list-style-type: none"> • Supervisor should ensure the number of employees will be adequate before approving specific days off.

Who can benefit from it?

Employers who wish to meet the following business objectives:



Lower
operational cost



Reduce
absenteeism

Employees who meet the following criteria:



Full-time employees in job functions whereby tasks can be performed and completed within the compressed week, and whereby the tasks do not necessitate presence during every weekday



SPOTLIGHT:

Impossible is Nothing

A cost-benefit analysis concludes that a 4/40 work week would be feasible as well as save costs for even small or specialised construction companies.

Baby Steps

Start small by implementing compressed work week only once a month.

Key components of the policy



Purpose

Outline the objective behind implementing Compressed Work Week in line with the business goals and employees' needs.



Eligibility

Specify the target group who is eligible to apply for Compressed Work Week, taking into consideration various factors (e.g. department, job type, current performance rating).



Types of FWAs

Define Compressed Work Week, the different working schedules offered within the FWAs, contracted hours per week and the need for core working days if necessary.



Performance Management

Clarify that standard performance management process will apply for employees utilising Compressed Work Week.



Compensation and Benefits

Clarify that salary, compensations and other benefits will not be impacted.



Policy Review

State how frequently the policy should be reviewed by HR (e.g. quarterly or annually) and that it may be amended or terminated if it does not comply with the business needs.

At TalentCorp, we help companies to get started on implementing Flexible Work Arrangements (FWAs). Our team provides advisory support and sharing of best practices to help companies manage FWAs challenges, both organisational and people. Whether it's to implement, enhance, or promote FWAs for your company, we can support to deliver a solution that is customised to your business and people needs.

Want to kick-start your FWAs journey?

Connect with us through email at flexworklife@talentcorp.com.my or visit us at www.talentcorp.com.my



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