



FLEXI HOURS

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

What are Flexi Hours?

Flexi Hours is an arrangement that provides flexibility in the number of hours worked per day, provided that the standard 40-hour work week is met. The prerequisite is that employees might be required to work a standard number of core hours daily within a set weekly contracted hour, but are given flexibility to choose their starting and ending time.

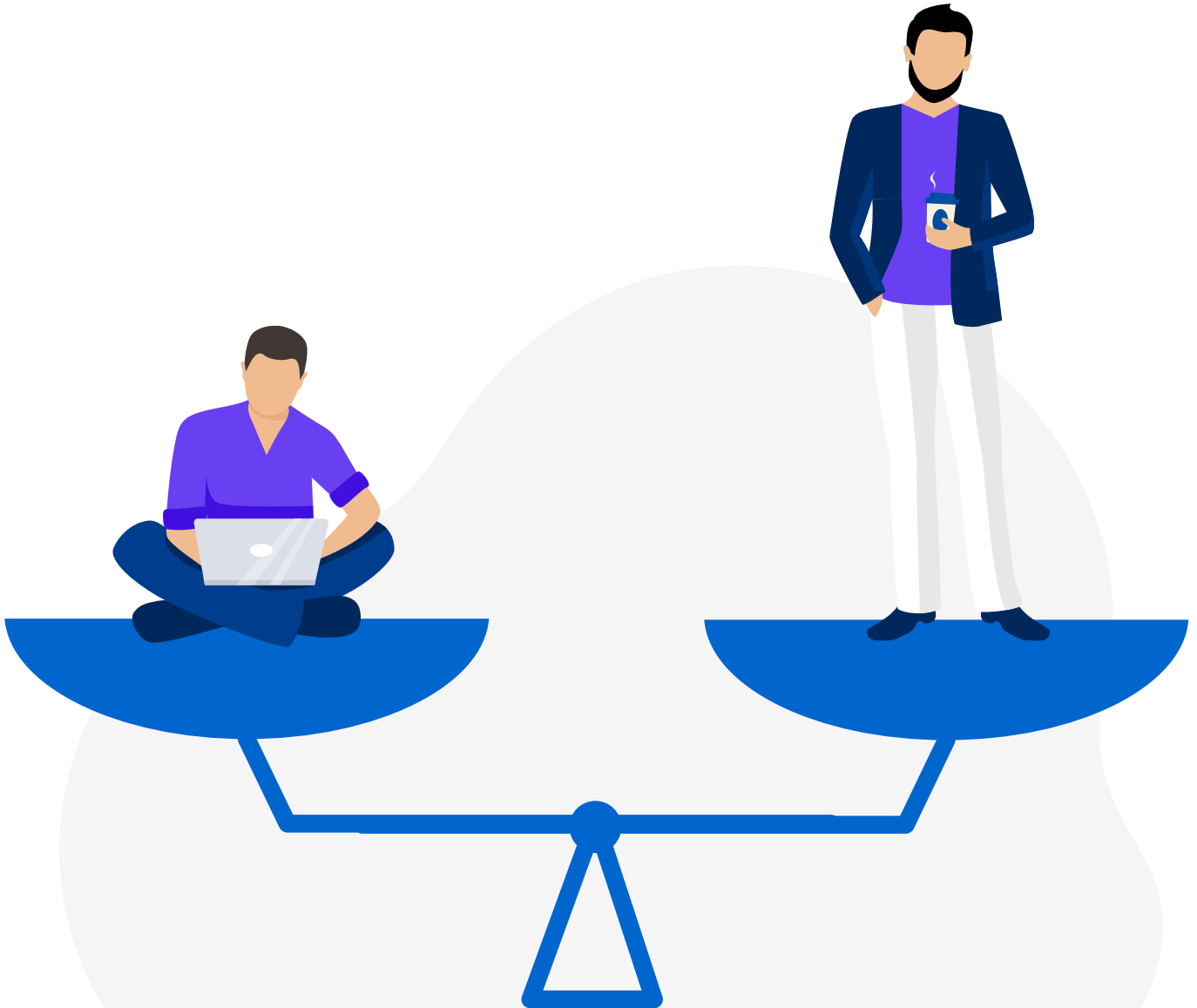
01 | Set Weekly Contracted Hours With Core Hours

AREAS	MON	TUE	WED	THURS	FRI
WEEKLY HOURS	40 HOURS				
CORE HOURS	10am - 4pm				
TIME BANDWIDTH	Earliest to start work - 7.30am Latest to leave work - 9.00pm				
WORKING TIME	9.00am - 6.00pm	8.00am - 5.00pm	9.30am - 7.30pm	10.00am - 8.00pm	9.30am - 4.30pm
NUMBER OF HOURS	8	8	9	9	6

02 | Set Weekly Contracted Hours Without Core

AREAS	MON	TUE	WED	THURS	FRI
WEEKLY HOURS	40 HOURS				
CORE HOURS	NOT FIXED				
TIME BANDWIDTH	Earliest to start work - 7.30am Latest to leave work - 9.00pm				
WORKING TIME	8.00am - 12.00pm	8.00am - 8.00pm	9.30am - 7.30pm	10.00am - 8.00pm	9.30am - 5.30pm
NUMBER OF HOURS	4	11	9	9	7

Success factors for Flexi Hours



Flexi Hours working schedule must achieve a balance between business needs and employees' need for flexibility.

Possible challenges and mitigation actions for implementation

Challenges	Description	Mitigation Actions
 <p data-bbox="118 703 400 815">Difficulty in monitoring working hours</p>	<ul data-bbox="475 510 874 907" style="list-style-type: none"> • Availability of various Flexi Hours work schedules among employees might create difficulty in monitoring employees working hours. • This might result in employees abusing the arrangement by working less hours. 	<ul data-bbox="949 510 1469 651" style="list-style-type: none"> • Develop and implement formal methods of logging hours to facilitate effective collaboration between all employees and supervisors.
 <p data-bbox="132 1189 384 1263">Detachment from working team</p>	<ul data-bbox="475 976 847 1373" style="list-style-type: none"> • In a team-oriented department or work environment, Flexi Hours working schedule could potentially reduce employee face-time with fellow team members. • This could affect team building effort to meet business objectives. 	<ul data-bbox="949 976 1477 1120" style="list-style-type: none"> • Develop set guidelines to create team norms and activities to keep team members well connected even though on Flexi Hours working schedule.

Who can benefit from it?

Employers who wish to meet the following business objectives:



Increase employee productivity



Increase employee engagement and job satisfaction



Reduce absenteeism

Employees who meet the following criteria:



Full-time employees whose job function requires people engagement in different time zones, do not need to be present in the office at specific times and may have occasional long hours



SPOTLIGHT:

Got You Covered

Establish core working hours to ensure minimal disruption to operations.

Key components of the policy



Purpose

Outline the objective behind implementing Flexi Hours in line with the business goals and employees' needs.



Eligibility

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



Types of FWAs

Define Flexi Hours, bandwidth (earliest and latest time an employee is permitted to enter and leave the workplace), contracted hours per week, and the need for core working hours if necessary.



Performance Management

Clarify that standard performance management process will apply for employees utilising Flexi Hours.



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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