



LEAVING EARLY FROM WORK

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

What is Leaving Early From Work?

Leaving Early From Work is an arrangement that allows employees to leave earlier than the usual end time on designated business days by not altering weekly contracted hours.

Working Schedule Example For Leaving Early From Work Once A Month

01 | Standard Week - Week 1, 2 and 3

AREAS	MON	TUE	WED	THURS	FRI
WEEKLY HOURS	40 HOURS				
WORKING HOURS	8.30am - 5.30pm				
WORKING TIME	8.30am - 5.30pm	8.30am - 5.30pm	8.30am - 5.30pm	8.30am - 5.30pm	8.30am - 5.30pm
NUMBER OF HOURS	8	8	8	8	8

02 | Designated Week - Week 4

AREAS	MON	TUE	WED	THURS	FRI
WEEKLY HOURS	40 HOURS				
WORKING HOURS	8.30am - 5.30pm				
WORKING TIME	8.30am - 5.30pm	8.30am - 5.30pm	8.30am - 5.30pm	8.30am - 5.30pm	8.30am - 3.30pm
NUMBER OF HOURS	8	8	8	8	6

Specially designed arrangement of leaving 2 hours earlier without altering the 40-hour weekly contracted hours

Success factors for Leaving Early From Work



01 It must not affect employee productivity and quality of work.

02 It must be financially feasible from a business standpoint in allocating the number of hours to leave early, as well as the designated business days.

Possible challenges and mitigation actions for implementation

Challenges	Description	Mitigation Actions
 <p data-bbox="102 703 416 779">Decreasing employee productivity</p>	<ul data-bbox="475 510 882 728" style="list-style-type: none"> • The arrangement might lead to a more casual working attitude for employees on the designated business days, making them unproductive. 	<ul data-bbox="949 510 1465 651" style="list-style-type: none"> • Communicate to employees the expectation of delivering quality work before approving the Leaving Early From Work arrangement.
 <p data-bbox="129 1122 387 1198">Dissatisfaction of employees</p>	<ul data-bbox="475 909 863 1308" style="list-style-type: none"> • The arrangement might only be limited to specific individuals or operating unit. • This might result in dissatisfaction or a sense of lack of fairness among employees may not be eligible for the arrangement. 	<ul data-bbox="949 909 1474 1126" style="list-style-type: none"> • Ensure clarity of how various arrangements benefit different groups of employees or types of work in specific ways, so that employees perceive fairness in the application of the arrangement.

Who can benefit from it?

Employers who wish to meet the following business objectives:



Promote work-life integration

Employees who meet the following criteria:



Full-time employees who are not in shift roles



SPOTLIGHT:

Leaving Early From Work is one of the easiest FWAs to implement as it can be practiced on a case-by-case basis (e.g. home emergencies).

Key components of the policy



Purpose

Outline the objective behind implementing Leaving Early From Work in line with the business goals and employees' needs.



Eligibility

Specify the target group who is eligible to apply for Leaving Early From Work, taking into consideration various factors (e.g. department, job type, current performance rating, and reason for applying to leave early).



Types of FWAs

Define Leaving Early From Work and the designated business days and number of hours that employees are allowed to leave work early.



Performance Management

Clarify that standard performance management process will apply for employees utilising Leaving Early From Work.



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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