



STAGGERED HOURS

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

What are Staggered Hours?

Staggered Hours are an arrangement that provides flexibility in start and end working times, provided that the standard 8-hour work day is met.

Working Schedule Example For Staggered Hours

AREAS	MON	TUE	WED	THURS	FRI
WEEKLY HOURS	40 HOURS				
CORE HOURS	10am - 4pm				
OPTIONS OF STAGGERED WORKING HOURS	OPTION 1		8.30am - 5.30pm		
	OPTION 2		9.30am - 6.30pm		
	OPTION 3		10.30am - 7.30pm		
WORKING TIME	9.30am - 6.30pm	9.30am - 6.30pm	8.30am - 5.30pm	10.00am - 7.00pm	8.30am - 5.30pm
NUMBER OF HOURS	8	8	8	8	8


Success factors for Staggered Hours



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

02 Clear expectations should be set on start/end times and number of hours worked per day.

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="475 510 855 943" style="list-style-type: none"> • Availability of various staggered hours work schedules among employees might create difficulty in monitoring employees' start and end working times. • 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.

Who can benefit from it?

Employers who wish to meet the following business objectives:



Promote work-life integration by providing employees the flexibility to attend to personal or family schedules



Increase productivity by having employees work during their personal optimal productivity periods

Employees who meet the following criteria:



Full-time employees whose job function requires people engagement in different time zones, or do not need to be present in the office at specific times of the day



SPOTLIGHT: In Black & White

Employers have the option of putting the work arrangement schedules in their employment contract, which highlights the flexibility being offered by the company.

Key components of the policy



Purpose

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



Eligibility

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



Types of FWAs

Define Staggered Hours, different types of work schedules, standard working hours per day, and the need for core working hours if necessary.



Performance Management

Clarify that standard performance management process will apply for employees utilising Staggered 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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