Some of the more common flexible working arrangements

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<th>Types of flexibility</th>
<th>Potential benefits of flexibility</th>
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<td><strong>FLEXI TIME</strong></td>
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</table>
| Flexi hours          | • Improves efficiency if work schedules match employees’ most productive hours.  
                        • Gives employees more control over scheduling personal responsibilities during the workday.  
                        • Allows for commuting outside of peak rush hours.  
                        • Retains employees who need time off to care for dependents or to meet other responsibilities outside of paid work.  
                        • Expands labour pool.  
                        • Brings broader range of knowledge, skills and experience.  
                        • Provides an option for employees who want to reduce their hours, but whose jobs cannot be done on a part time basis. | Flexi time / Adjusted hours – employees work for an agreed total number of ‘core hours’ and choose when their working day begins and ends.  
Core hours – hours (for example, 10am to 4pm) during which employees working flexi time must be at work.  
Staggered hours – different start and finish times for employees in the same workplace.  
Time in lieu / Time banking – any extra hours worked are compensated for by paid time off.  
Flexi breaks – stopping for breaks at times that suit the employee’s particular workload.  
Part time / Reduced hours / Job sharing / Job splitting – these options mean that employees work less than full time hours. To achieve this, the job is often redesigned and responsibilities split between a number of part time employees.  
As needed hours / On call / Casual – employees are on call and work hours as needed, either at home or in the workplace. |
| Flexi weeks          | • Improves productivity if some work can best be accomplished during quieter times of the day/week.  
                        • Allows for more days off.  
                        • Decreases the number of days employees commute.  
                        • Allows for commuting outside of peak rush hour. | Compressed week – weekly full time hours are worked over a shorter time period.  
Weekday/weekend swap – employees swap working on a weekday for working on a weekend day.  
Shift self-selection – employees contribute to development of shift work schedules and choose own shifts.  
Weeks on/weeks off – working one or several weeks and taking one or several weeks off. |
| Flexi year           | • Provides options for employees to take limited or extended time off from work to manage various family and personal responsibilities. | Term-time working – working during the school terms and taking paid or unpaid time off during school holidays.  
Annualised hours – an agreed number of hours worked on a yearly rather than a weekly basis.  
Buyable leave – employees exchange an agreed reduction in salary for extra periods of leave over a specified period. |
### Types of flexibility

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<th>Flexi Place</th>
<th>Flexi Worksites</th>
<th>Flexi Career</th>
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<td><strong>Flexi location</strong></td>
<td><strong>Encourages collaboration across work-groups and project teams.</strong></td>
<td><strong>Expands labour pool.</strong></td>
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<td>Options that allow employees to work from locations other than their designated workplace.</td>
<td><strong>Reduces permanent office space and associated costs.</strong></td>
<td><strong>Provides options for gradual return to work after parental or other leave.</strong></td>
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<tr>
<td>- Offers alternative to relocation.</td>
<td><strong>Provides opportunities for cross-training and skill enhancement.</strong></td>
<td><strong>Allows gradual entry into retirement.</strong></td>
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<td>- Expands labour pool geographically.</td>
<td><strong>Career break / Sabbatical</strong> – extended periods of leave that are normally unpaid.</td>
<td><strong>Work transition</strong> – provides opportunities for employees to make changes in their work hours, location, or job responsibilities. For example, moving to a less demanding job when approaching retirement.</td>
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<td>- Reduces office space and associated costs.</td>
<td><strong>Phased retirement</strong> – hours of work are progressively reduced until full retirement is reached at a specified date.</td>
<td><strong>Phased return / Gradual return</strong> – hours of work are progressively increased until a final schedule of full or part time hours is reached at a specified date. Often used by parents returning from parental leave.</td>
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<td>- Accommodates employees with disabilities.</td>
<td><strong>Phased return / Gradual return</strong> – hours of work are progressively increased until a final schedule of full or part time hours is reached at a specified date. Often used by parents returning from parental leave.</td>
<td><strong>Self managed work</strong> – employees work in their own way, often without direct supervision, towards an agreed goal.</td>
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<td>- Reduces or eliminates commuting.</td>
<td><strong>Career break / Sabbatical</strong> – extended periods of leave that are normally unpaid.</td>
<td><strong>Job rotation / Role rotation</strong> – employees move between two or more jobs so they can cross-train and develop a wider variety of skills.</td>
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<td>- Provides an environment with fewer workplace distractions.</td>
<td><strong>Hot desking</strong> – temporary use of a workstation.</td>
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<td>- Allows employees to work during their “personal best time”.</td>
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<td><strong>Tele-working / Tele-commuting / Home-working / Remote-working</strong> – all these options involve working from home or another location outside of the workplace on either a full or part time basis.</td>
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**Potential benefits of flexibility**

- Offers alternative to relocation.
- Expands labour pool geographically.
- Reduces office space and associated costs.
- Accommodates employees with disabilities.
- Reduces or eliminates commuting.
- Provides an environment with fewer workplace distractions.
- Allows employees to work during their “personal best time.”
- Encourages collaboration across work-groups and project teams.
- Reduces permanent office space and associated costs.
- Expands labour pool.
- Provides options for gradual return to work after parental or other leave.
- Allows gradual entry into retirement.
- Provides opportunities for cross-training and skill enhancement.
- Career break / Sabbatical – extended periods of leave that are normally unpaid.
- Work transition – provides opportunities for employees to make changes in their work hours, location, or job responsibilities. For example, moving to a less demanding job when approaching retirement.
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