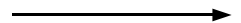


## Fact Sheet

# Work-Life Balance: Flexible Working Arrangements

Swiftwork can help you assess and implement the best flexible work options for your organisation and your employees.

This is a summary of flexible working and other Work-Life Balance options.



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For other fact sheets on WLB and further information about Swiftwork, phone us or visit our website.

## THIS SUMMARISES SOME MOST COMMONLY APPLIED PRACTICES

### HOW MUCH TIME IS WORKED

**Part-time** can broaden the options for employees and aid retention and return to work after maternity.

**Job share** where two or more employees share the duties and responsibilities of a single full time job.

**Term-time working** where employees remain on a permanent full-time or part-time contract but take unpaid leave during some or all of school holidays.

**Phased retirement** allows the employee to adopt part-time, flexi-time or flexi-place working for a specified period leading up to retirement.

**Voluntary reduced hours** schemes allow employees to trade income for time off.

### WHEN THE WORK IS DONE

**Flexitime** schemes allow employees to choose, within limits, the times they start and finish work

**Shifts** may be operated more flexibly.

**Compressed hours** allows employees the option to work the allotted number of hours over a shorter period than the full working week.

**Annualised hours** where employees work a specified number of hours, and a pattern of working, over a 12 month, period as determined by the needs of the business.

**Self rostering** means agreeing the staffing levels and skill mix required at any time in the day, then giving staff the ability to schedule their working day collectively to meet these requirements.

## ORGANISATIONS THAT ARE USING SOME OR ALL OF THESE FLEXIBLE WORK OPTIONS FIND THEY HAVE BETTER STAFF RETENTION, LOWER TURNOVER, IMPROVED PRODUCTIVITY AND A MORE MOTIVATED WORKFORCE

### WHERE THE WORK IS DONE

**Homeworking** is work done in the home for the employer. There are direct cost savings on office accommodation. Employees save commuting costs and time and have flexibility to fit their work around other domestic responsibilities.

**Hot desking** where employees may work from home, the office or other locations but have no permanent desk in the office. Employers save on accommodation costs.

**Remote working** where employees may work from smaller, satellite, offices or other specified locations. Employers can save high rental costs on central city locations and employees can work closer to home.

### BREAKS FROM WORK

**Maternity leave options** where organisations offer maternity leave in excess of the statutory requirements. Perceived as good practice, this can improve retention and return rate after maternity, particularly when coupled with flexible working options on return to work.

**Other parental leave options** Similar provision may be provided for paternity or adoption.

**Development or study breaks** encourages staff to develop their professional and personal skills. This has high impact on morale.

**Career Breaks and Sabbaticals** enable employees to take absence from work for a period of up to 12 months, usually as reward for long service.

### BENEFIT PACKAGES

**Childcare Schemes** include crèche facilities, holiday or after-school clubs, childcare vouchers, assistance with childcare costs and childcare information services.

**Health and fitness facilities** may be offered in-house or as membership of local clubs.

**Life management schemes**, also known as concierge services, take care of domestic and personal arrangements which staff would otherwise have to do within the working day.

**Awards Schemes** provide credits that can be exchanged for a range of services and benefits.

**Independent counselling and stress management** help employees balance work and life issues.