

1MFWF FACT SHEET: TYPES OF WORK FLEXIBILITY



WHAT IS WORK FLEXIBILITY?

Work flexibility is an overarching term for options in the workplace that give organizations and their staff the freedom to decide **when**, **where**, and **how** work will best get done.

Work flexibility can be implemented in smaller ways (e.g., occasional telecommuting, or arriving and leaving early each day) or in bigger ways (e.g., full-time telecommuting, or a fully flexible schedule).

HOW A JOB CAN BE FLEXIBLE

Scheduling

- Flexible schedules
- Alternative schedules
- Compressed workweeks
- Part-year work

Hours

- Full-time hours (w/ other flexibility)
- Part-time hours
- Half-time hours
- Job sharing

Location

- Telecommute / Remote
- Distributed / working from another office

Status

- Employee (w/ other flexibility)
- Freelance / contract
- Phased retirement

FLEXIBILITY DEFINITIONS

Telecommuting (also known as working from home, remote work, or virtual work): May work from home occasionally (for example, working from home one or two days each week) or completely (never going to an office).

Part-time hours: Working fewer than 40 hours per week. Varies greatly depending on role (might be 5 hours or 30 hours).

Half-time hours: Working 20 hours per week (half of a traditional full-time schedule)

Flexible scheduling: Workers have some or total control over the hours they work each day and are able to shift their hours depending on work-life responsibilities.

Alternative scheduling: A schedule that is outside the traditional 9-5 in-office schedule

Freelance or contract: Working as an independent, self-employed professional for various clients.

Phased retirement: Working fewer hours over time until retirement, rather than abruptly shifting from full-time work to retirement. Can take place over a course of months or years.

Job sharing: Two people share the responsibilities of one full-time position, each working a certain number of part-time hours.

Compressed workweek: Working a full-time schedule in fewer than five traditional work days (e.g., working 40 hours Monday-Thursday, with three-day weekends every week)

WHO NEEDS WORK FLEXIBILITY

- Parents
- Single parents
- Parents of children with special needs
- Entrepreneurs
- Caregivers
- Travelers / digital nomads
- People with disabilities
- People managing a chronic illness
- People with mental health issues
- Students
- Environmentalists
- Athletes
- Military spouses / veterans
- People at or near retirement
- Millennials
- People living in rural or economically disadvantaged areas
- Commuters
- Career changers looking for transitional positions
- Volunteers
- Hobbyists
- Introverts
- Night owls
- Early birds

Work flexibility benefits our lives, our communities, our businesses, and our economy.