

Alternative working practices

- Shift work: an arrangement whereby the 24-hour working day is divided into a number of shifts and a separate group of employees works for each period of 7 or 8 hours. This employment practice is quite common in textile factories, hospitals, hotels etc. and has been designed to make use of the 24 hours of the clock.
- Flexi time and Flexible Schedule: work practices that allow employees to vary their working hours according to their needs as long as they perform their standard 35-hour or 40-hour work week.
- Job sharing: a flexible work arrangement where responsibilities and benefits of one full time position are shared between two employees.
- Compressed work weeks: a work practice where employees are offered a day off in exchange of longer periods of work, i.e. working four 10-hour days instead of five days a week.
- Reduced Hours/Part time: working hours which are less than the weekly standard 35 or 40 hours of work. It is usually adopted by people with health problems or disabilities, or who wish to devote their time to the family and/or other occupations.
- Banking of Hours & Annualised hours: these practices are closely linked to flexible work schedules. If the workload is high, and employees need to work additional hours, these hours can be stored in a 'bank' until it is convenient to take time off. Annualised hours involve rearranging the hours staff work during the year to meet fluctuating and seasonal workloads.
- Gradual/Phased Retirement: this practice allows employees to reduce their workload or their working hours over a period of time instead of retiring abruptly.
- Flexible Leave Options and Sabbaticals: paid or unpaid authorised periods of time away from work without loss of employment rights granted for family, health care, education or leisure reasons. Sabbatical leave can also be self-funded by the employee, that is, a portion of the salary is withheld.
- Telecommuting, Teleworking/remote working and Virtual Office: work practices allowing employees to work away from the employer's premises, such as at home, from a cafe while remaining in touch with the employer through the use of remote access technology.