



Alternative Work Options

Most employers realize that today's workers need flexible schedules to balance work, family and personal obligations. Many offer alternatives to the traditional 9-to-5 work week. Here are a few alternative work options in place in companies across the nation.



Flextime

- work schedules that permit flexible starting and quitting times within limits set by management

Compressed Work Week

- a 40-hour work week compressed into less than five days

Telecommuting

- working off-site while linked to the office via fax, phone and e-mail

Alternative Staffing

- working on a short-term assignment while employed either by an agency or by the company

Regular, Part-Time Work

- part-time employment that includes job security and all other rights and prorated benefits available to an organization's full-time workers

Job Sharing

- regular, part-time work in which two people voluntarily share the responsibilities of one full-time, salaried position with benefits

Phased Retirement

- gradual retirement brought about by the reduction of full-time employment commitments over a period of years

V-Time Programs

- voluntary reduced work time where full-time employees reduce their work hours for a specified period of time with a corresponding reduction in pay

Leave of Absence/Sabbatical

- an authorized period of paid or unpaid time away from work without loss of employment

Work Sharing

- an alternative to layoff, in which all or part of an organization's workforce temporarily reduces hours and salary, sometimes with short-time compensation from unemployment insurance