

Compressed Work Week

A program designed to allow eligible full-time staff members to work longer scheduled days of work with the intent of working fewer than five (5) full work days in each week.

Examples:

- Employees establish a 40-hour work week by working four 10-hour days.
- “Summer hours”: Longer hours Monday through Thursday and shorter hours on Friday (often during summer vacation months)

Benefits	<p>Employees retain full pay and benefits</p> <p>May reduce commuting time and costs</p> <p>May reduce childcare and eldercare costs</p> <p>Provides a low cost employee benefit</p> <p>May enhance productivity, with fewer interruptions during atypical office hours</p>
Challenges	<p>Employee may not be as productive working a longer day</p> <p>Employee may not receive supervision at all hours</p> <p>May create challenges related to hours of child & elder care availability</p> <p>May cause understaffing at times</p>
Compressed work week proposals should address:	<p>How office coverage will be maintained</p> <p>Definition of tasks when supervisor is absent</p> <p>How to coordinate schedules and communication</p>

Adapted from: Center for Work, Family and Personal Life, 2004. Massachusetts Institute of Technology, *A Guide to Job Flexibility at MIT*.