**Part-Time Work:** A work schedule that is less than full time but is at least half of the regularly scheduled full time amount.

Examples:

- Three or four days a week, 8 hour days.
- Five days a week, 4 to 7 hour days.
- 90% time = 36 hours

| Benefits | Provides flexibility to alter schedule in response to home or work demands  
|          | Can reduce absenteeism and tardiness |
| Challenges | Employee loses income and possibly some benefits (must work 36 hours to retain full benefits)  
|          | Re-assigning the rest of the employee’s job duties |
| **Regular part-time work proposals should address:** | What work will be accomplished in the employees reduced hours  
|          | How will the rest of the employee’s work be handled |