

**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

<b>Benefits</b>	Provides flexibility to alter schedule in response to home or work demands  Can reduce absenteeism and tardiness
<b>Challenges</b>	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
<b>Regular part-time work proposals should address:</b>	What work will be accomplished in the employees reduced hours  How will the rest of the employee's work be handled