



EMPLOYEE'S CHOICE OF DAY OFF

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

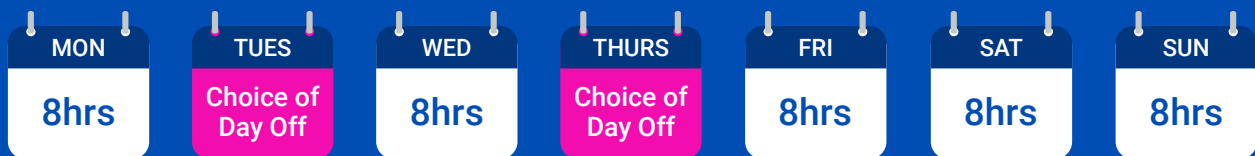
What is Employee's Choice of Day Off?

Employees' Choice of Day Off is an arrangement that provides flexibility for employees who are required to work on weekends. It is used to determine their off-days with the approval of their immediate supervisors.

01 | One Day Working Weekend



02 | Two Days Working Weekend



03 | 12-hour Shift In A 3-week Cycle Schedule

Employees work 48 hours on Week 1, 36 hours on Week 2 and 48 hours on Week 3.

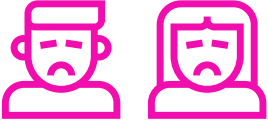


Success factors for Employees' Choice of Day Off



A degree of control over the arrangement is needed depending on the company's policies (i.e. clock in hours, reporting) in order to maintain operational coverage.

Possible challenges and mitigation actions for implementation

Challenges	Description	Mitigation Actions
 <p data-bbox="129 703 387 779">Dissatisfaction of employees</p>	<ul data-bbox="475 510 884 909" style="list-style-type: none"> • The arrangement might only be limited to specific individuals or operating unit. • This might result in dissatisfaction or a sense of unfairness among employees who may not be eligible for the arrangement. 	<ul data-bbox="949 510 1474 725" style="list-style-type: none"> • Ensure clarity of how various arrangements benefit different groups of employees or types of work in specific ways, so that employees perceive fairness in the application of the arrangement.

Who can benefit from it?

Employers who wish to meet the following business objectives:



Meet business operational needs of having employees to work during the weekends



Promote work-life integration for employees who are required to work during weekends

Employees who meet the following criteria:



Full-time, part-time and shift work employees who are required to work on weekends



SPOTLIGHT: Early Bird Gets the Worm

Plan days off early, preferably at least 1-2 weeks prior, for easier scheduling.

Key components of the policy



Purpose

Outline the objective behind implementing Employee's Choice of Day Off in line with the business goals and employees' needs.



Eligibility

Specify the target group who is eligible to apply for Employee's Choice of Day Off, taking into consideration various factors (e.g. department, job type, current performance rating).



Types of FWAs

Define Employee's Choice of Day Off, contracted hours per week and the need for core business hours/days if necessary.



Performance Management

Clarify that standard performance management process will apply for employees utilising Employee's Choice of Day Off.



Compensation and Benefits

Clarify that salary, compensations and other benefits will not be impacted.



Policy Review

State how frequently the policy should be reviewed by HR (e.g. quarterly or annually) and that it may be amended or terminated if it does not comply with the business needs.

At TalentCorp, we help companies to get started on implementing Flexible Work Arrangements (FWAs). Our team provides advisory support and sharing of best practices to help companies manage FWAs challenges, both organisational and people. Whether it's to implement, enhance, or promote FWAs for your company, we can support to deliver a solution that is customised to your business and people needs.

Want to kick-start your FWAs journey?

Connect with us through email at flexworklife@talentcorp.com.my

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