



SEASONAL WORK

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

What is Seasonal Work?

Seasonal Work is an arrangement in which employees work specifically during seasonal/peak periods, or for specific projects to cover additional workloads.

01 | Full Time

Employees work an average of 40 hours per week and receive the same benefits as a full-time employee.



02 | Part Time

Employees work less than 40 hours a week and receive benefits which commensurate the hours worked.



03 | Casual

Employees do not have a set number of work hours per week. Casual employees typically have a higher pay but do not have the benefits of a full time or part time worker.



Success factors for Seasonal Work

01

Clearly defined expectations for seasonal employees on expected productivity and output.




02

Consider relevant health and safety-related issues for seasonal employees if longer working hours are involved.

03

Employees displaying team work and high quality of service delivery to customers/clients.

Possible challenges and mitigation actions for implementation

Challenges	Description	Mitigation Actions
 <p>Seasonal employees may not integrate well with full-time employees</p>	<p>Seasonal employees, being temporary additions to the workforce, may have difficulty building relationships with their full-time colleagues or with each other.</p>	<ul style="list-style-type: none"> • Develop an onboarding programme that introduces seasonal employees to each other and full-time employees, to help them build better working relationships throughout the duration of the project.

Who can benefit from it?

Employers who wish to meet the following business objectives:



Ensure sufficient employees coverage during the seasonal or peak period



Retain top talent

Employees who meet the following criteria:



Full-time and part-time employees who are looking to convert to seasonal work



Qualified external talent who are available to work during seasonal or peak periods



SPOTLIGHT: Into the Future

Seasonal Work addresses the future of work demands as there is a growing trend in the workforce to engage in contingent work (i.e. gig economy).

Key components of the policy



Purpose

Outline the objective behind implementing Seasonal Work in line with the business goals and employees' needs.



Eligibility

Specify the target group who is eligible to apply for Seasonal Work, taking into consideration various factors (e.g. job type, tasks or responsibilities).



Types of FWAs

Define Seasonal Work, and the different work types of this arrangement.



Performance Management

Clarify that performance management will only be applicable for that duration of work arrangement.



Compensation and Benefits

Clarify that salary, compensations and other benefits should be revised according to the job scope and duration.



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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