Flexi Time Working Schedule

[Name of the Writer]

[Name of the Institution]

Flexi Time Working Schedule

# Introduction

 As the work culture is changing around the world, there is an increased emphasis on making sure that how to make the most of the time of the employees. Not only that, most of the organizations are of the point of view that how they are going to be able to make sure that they use their office space in an effective manner. What needs to happen is that as long as they are taking care of their productivity targets, it is imperative that some sort of flexibility is being offered to the employees. Not only it allows the business to make sure that they are able to take care of their physical space in a better manner, it makes sure that the quality of life and the standard of work is not suffering at the first place. Furthermore, it is also going to go a long way towards bringing long time improvement in the quality of life of the people who are deputed at the workplace.

# How Concept of Flexi Time is Supposed to Work

 Before one analysis how the concept of the flexi time can be applied to the workplace, it is imperative that it is needed to be seen that how the concept of flexi time actually works out at the first place. It is the flexible method of working that allows the employees to make sure that they are working in the manner that is allowing them to work as per their liking. The idea is to make sure that the working hours should be such that the timing must be such that they must be allowing the commitments to be taking care in an appropriate manner. The way it works is that the supposed timings are being communicated to the employer and the adaptable work schedule is being created so that the standard working day is functioning in the right manner. There are many options that are used in this regard, such as people working from their home, or they start to adjust to the finishing times that are witnessed around the core hours.

# Industries in Which Flexi Time Concept Can Work

 It is crucial to note that the concept of the flexi time is going to differ from one industry to the another. The role and the job need also go a long way towards determining how this change is going to be affecting at the first place. For instance, the industries such as information technology and designing are such where the concept of the flexi time has worked out well due to the fact that how these industries are supposed to be working at the first place. The concept can also work out well in the creative and marketing roles. The other aspect of the flexi time that has to be kept in mind is that how the legal requirements are going to be working out. In the labour industries, there are strict timelines that are needed to be taken care off in terms of the way production units are going to be developed, so this is another area where the concept of flexi time has to be adopted with care. The concept of flexible working time accounts is to establish labor-self accounts, and labors can save their working hours, just like saving money, into their own accounts. The working hours in their accounts are their assets, so that employers and workers both sides can increase or decrease the work required by each other without affecting the salaries and welfare. While achieving the purpose of flexible labor, and the account-system may be short-term, long or permanent (life-time) of the convention.

# Benefits of the Flexi Time for the Organization

 The reason that the concept the flexi time has been so sought after by the businesses is due to the fact that how the alteration to the work schedule is supposed to be carried out and how the organization is supposed to be done. The idea is to make sure that the reduction in the working hours has to be done in the manner that allows maximum leverage to the employees at the first place. The benefits of the flexi time are such that it can benefit the employee as well as the employer in terms of how the workplace scheduling is supposed to be developed. Employees might find the need to work on the flexi time basis to make sure that they are able to avoid long term or busy communication. There are not only the work life balance issues, the flexi time is supposed to be working out well for the women as well as they are able to take care of the children in an appropriate manner and make sure that all the things are organized in an appropriate manner. As a matter of fact, the flexi time is going to work out well to make sure that the participation of the female demographic is going to be increased in the organization. In that way, it can be made sure that the female representation is increased at the workplace and it would go a long way towards bringing greater sense of balance towards the workplace as far as the way overall responsibilities are needed to be panned out.

 There are benefits of the flexi time for the organizations as well. It goes a long way towards making sure that they are able to optimize their costs in a much more appropriate manner and thus make sure that the staff turnover is on the lower side. The other aspect is that the recruitment opportunities that are available at the disposal of the organization are going to be increasing at a decent pace if such a solution is being carried out. They are also able to make sure that the degree of control is there as far as the overhead costs are concerned such as utility and other expenses. There are number of studies that have talked about the fact that how the places that are having flexi time are going to be having much more happier employees and all these things go a long way towards making sure a better workplace is being created. It is something thus that works out well for most of the stakeholders. The administrative costs and the other costs that are actually saved can be used for the much better purpose rather than merely keeping the physical space running. Thus, there are many advantages of the flexi time that can be witnessed at the given workplace. The concept of flexible working time accounts is to establish labor-self accounts, and labors can save their working hours, just like saving money, into their own accounts.

# Drawbacks of the Flexi Time Arrangement

 One has to be kept all the aspects in mind when adopting such an approach towards the workplace, at times, the nature of the work and the industry is such that the flexi time schedule are not going to work out at the given workplace. The idea is that how the flexibility in some of the professions is not going to be there. For instance, the professions where one has to be present and the criticality of the task is such that can affect the way whole thing is going to be working out. In the medical discipline, the idea of the flexi time is going to have negative consequences. The same goes for the engineering and long term construction projects specifically where the timelines are absolute and the importance of being there and supervising all the things are going to be an important part of the way whole thing is going to be working out at the particular point of time. There are other issues as well such as the fact that the concentrated working space goes a long way towards making sure that the employees that are present at the workplace are focussed enough to carry out the work and thus it is bound to have positive effect on the way workplace patterns are going to be witnessed at the given point of time. Not only that, as it is somewhat a new concept, most of the employees are not really aware of how the whole thing is supposed to be working and keeping that aspect in mind, it can be seen that how the correct mechanism is going to be developed as far as the working schedule and other constraints are supposed to be working at the first place. Flexible working patterns is a working arrangement that enable employees to determine the duration, time and location of their work. It has been seen both by academics and industrial sources to have benefit sure as increase of work-life balance for employee, which in turns leads to increase in productivity for the employer or organisation. Organisations hoping to adopt this form of working pattern for its employee should conduct research on how flexible working pattern can be successfully conducted, thus avoiding some of the expenses and pitfalls existing research has linked to flexible working practices.

# Options for Adopting Flexi Time at the Workplace

 There is plethora of options that can be adopted by the organizations to make sure that how the flexi time is going to be adopted at the workplace. The ideal thing that is needed to be done is to make sure that the nature of the work is being looked after. Some of the options that are commonly witnessed in this regard are discussed in the below section.

Job Sharing: The idea of the job sharing is about how the roles are going to be split among two employees and they are going to be making sure that the workload is shared among. The tasks would be allocated to each of the respective person in a manner that is going to allow them to make sure that they are able to work in much more flexible manner such as cutting down the amount of working days.

Working Part Time: What happens in such an agreement is that the amount of working time is being brought down. There are many ways through which the adjustment in the working hours is going to be made possible such as making each of the working day shorter.

Working From Home: In this working method, the idea is that the system is being installed and the security protocols are being setup with the form of the integrated server that is going to make sure that the employees are able to work from home at the particular point of time.

Compressed Working Hours: In such an arrangement, the working hours are being compressed and the amount of working days in which the employees is supposed to be committed to the work are on the shorted side thus making the schedule much more adjustable.

Staggered Hours: In such an arrangement, the start time, the finishing time and the break time that is witnessed at the workplace varies and thus allowing greater degree of flexibility as far as the way employees are supposed to work at any particular time.

Shift Swapping: When one talks about shift swapping, it is about how employees are supposed to be merging and managing work among themselves and how degree of control is being developed in this regard. So, all things do matter when the staggered hours and shift swapping is being done.

# Conclusion

 In the hindsight, it can be said that the for the organization that adopt and allow the flexi time to its people, it is a solution that has quite a lot of benefits. The important thing though that is needed to be looked at is that what is the nature of the role of each respective person that is going to benefit from such an arrangement and what are some of the options that can be provided to them. The other thing that the organization has to determine is that whether it is not having any negative consequence at the workplace and it is not affecting the performance in the long run.

**References**

Budhwar, P. S., Wickramasinghe, V., & Jayabandu, S. (2007). Towards workplace flexibility: flexitime arrangements in Sri Lanka. *Employee Relations*.

Christensen, K. E., & Staines, G. L. (1990). Flextime: A viable solution to work/family conflict?. *Journal of Family issues*, *11*(4), 455-476.

Kim, J. S., & Campagna, A. F. (1981). Effects of flexitime on employee attendance and performance: A field experiment. *Academy of Management Journal*, *24*(4), 729-741.

Lee, B. Y., & DeVoe, S. E. (2012). Flextime and profitability. *Industrial Relations: A Journal of Economy and Society*, *51*(2), 298-316.

Narayanan, V. K., & Nath, R. (1982). A field test of some attitudinal and behavioral consequences of flexitime. *Journal of Applied Psychology*, *67*(2), 214.