**What is flexible working?**

Flexible work is most commonly defined by what it is not – not the 9 to 5, central office arrangement. The absence of a clear definition is in itself a barrier to broader adoption.

Ongoing flexible working arrangements alter **HOW, WHEN** or **WHERE** work is conducted, or a combination of the three[[1]](#footnote-1). Common types of flexible work are included below

**HOW**

Job-sharing

Purchased Leave

Phased Retirement

Unplanned Leave

Flexible Careers

**WHEN**

Flexible Hours of Work

Part-Time Work

Compressed Working Weeks

Split Shifts

Time in Lieu

Annualised Hours

**WHERE**

Working from Home

Teleworking

**FLEXIBLE WORK OPTIONS**

**FLEXIBLE**

**HOURS OF**

**WORK**

Vary start and

finish times.

**PART TIME**

Working less

than full

-

time

hours, paid on a

pro

-

rata basis.

**COMPRESSED**

**WORKING WEEKS**

Working the same

number of hours,

compressed into a

shorter period.

**SPLIT SHIFTS**

When a work

day is split into

two or more

parts.

**TIME**

**-**

**IN**

**-**

**LIEU**

Compensation for

working overtime,

where employees

reclaim overtime as

time off work.

**ANNUALISED HOURS**

When an employee

works a certain number

of hours over the whole

year, with a degree of

flexibility about when

those hours are worked.

**JOB SHARING**

Dividing a full

-

time job

into multiple job roles,

to be undertaken by

two or more employees

who are paid on a pro

-

rata basis for the part of

the job each completes.

**PURCHASED LEAVE**

A period of leave

without pay, usually

available after annual

leave allocation is

finished. This is

deducted from the

worker’s salary either

as a lump sum or

averaged over the year.

**OTHER**

Other options

about when, where

and how work is

done.

**FLEXIBLE CAREERS**

The ability to enter, exit and re

-

enter employment with the same

business, or to increase or

decrease workload or career pace

depending on life stage. This

includes career breaks.

**UNPLANNED LEAVE**

Informal access to

leave for

unanticipated or

unplanned events.

**PHASED RETIREMENT**

The employee and the

organisation agree on a

schedule to gradually reduce

the employee’s full-time

-

work commitments. Their

responsibilities may be

phased out over a period of

months or years.

**WORKING FROM**

**HOME**

Working from home

some or all days of

the week

**TELEWORKING**

An employee may choose

to work from a place other

than the official place of

work which is closer to

home or closer to a

meeting.

**FLEXIBLE**

**WORK**

**OPTIONS**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**13**

**14**

**KEY:**

HOW

WHEN

WHERE

**1**

**FLEXIBLE WORK OPTIONS**

**HOW**

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The employee and the organisation agree on a schedule to gradually reduce the employee’s full-time work commitments. Their responsibilities may be phased out over a period of months or years.

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The ability to enter, exit and re-enter employment with the same business, or to increase or decrease workload or career pace depending on life stage. This includes career breaks.

**when**

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Vary start and finish times.

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Working less than full-time hours, paid on a pro-rata basis.

**COMPRESSED WORKING WEEKS**

Working the same number of hours, compressed into a shorter period.

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When a workday is split into two or more parts.

**TIME-IN-LIEU**

Compensation for working overtime, where employees reclaim overtime as time off work.

**ANNUALISED HOURS**

When an employee works a certain number of hours over the whole year, with a degree of flexibility about when those hours are worked.

**Where**

**TELEWORKING**

An employee may choose to work from a place other than the official place of work which is closer to home or closer to a meeting.

**WORKING FROM HOME**

Working from home some or all days of the week.

1. [↑](#footnote-ref-1)