

## What is a Modified Work Week?

Modified work week schedules are a way for workers to work additional hours, which are put into a bank and can be taken off at a later date with pay. The time off later is paid at straight time.

Modified work weeks can range from being very structured or can be very flexible. Structures plans lead to specified days being taken off. Flexible plans with various additional hours worked lead to time taken off at various times.

Examples of Modified Work Week Schedules suitable for implementation at the City of Chilliwack include:

- **4 Day Week** - workers work 4 days (normally about an additional 45 minutes per day) & 3 days off. This works well in larger organizations.
- **9 Day Fortnight** - workers work about an extra ½ hour per day and get an additional day off each 2 weeks
- Structured **Earned Time/Days Off (EDO)** - workers work a pre-determined amount of time each day to be placed in an EDO bank. Time off is taken at mutually agreeable times after the hours are earned. This system can be modified by adjusting additional time worked to generate any number of days off. This system can also be different in one department than in another.

Each of the above examples can be adjusted to specific needs depending on the situation. For example the 9-day fortnight can either generate an additional 26 days off per year (an extra day off each 2 weeks) or it can be modified by working slightly less time each day to only earn an additional 15 days off. When those 15 days are combined with the 11 statutory days off we already receive people, still only work 9 days each 2 week period. In every case, workers still work the same number of hours, for the same compensation. They just do it in fewer (but longer) days at work. The primary guiding principle is that there is no cost increase or reductions to either the worker or the employer because of the Modified Work Week Schedule. It is intended to be revenue neutral.

One reality of Modified Work Week schedules is that, in most cases, it is not possible to have everyone take their additional day(s) off on either Monday or Friday. While most people prefer to add the additional day off to a weekend, this is not always possible due to operational requirements. Some workers would be required to take Tuesday, Wednesday or Thursday off as their additional day off.

There are many benefits to Modified Work Week Schedules for both workers and employers:

- Extend Hours of Service,
- Enhance Retention and Recruitment,
- Expand Use of Equipment,
- Improve Scheduling for peak workloads,
- Increase Employees' Job Knowledge,
- Reduce Tardiness and Absenteeism, employees are expected to schedule doctor's appointments on days off,
- Boost Employee Morale,
- Improve Employee Performance, Develop a More Effective Workforce,
- Meet Commuter Trip Reduction (CTR) Goals,
- Flexibility to meet family needs, personal obligations, and life responsibilities conveniently.
- Reduced consumption of employee commuting time and fuel costs,
- Avoids traffic and the stresses of commuting during rush hours,
- Increased feeling of personal control over schedule and work environment,
- Reduces employee burnout due to overload,
- Allows people to work when they accomplish most, feel freshest, and enjoy working. (e.g. morning person vs. night person),
- Depending on the flexible work schedule chosen, may decrease external childcare hours and costs,

Disadvantages can include:

- Some employees become more fatigued when working extended hours.
- Fatigue on the job can lead to safety and productivity issues.
- While a condensed work week gives an extra day to be with family it allows less time during work days to be with the family.
- There can be difficulty finding childcare outside of traditional working hours.

The following survey is intended to determine the wishes of our membership.

Please take the time to complete the survey.