<table>
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<th>Strategy</th>
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| Flex Hours       | Flex hours allows staff members to have a flexible scheduling arrangement that permits variations in starting and departure times, but does not alter the total number of hours worked in a workweek.  
- Expanded work hours: extended hours of operation, allowing for early or later shifts.  
- Alternating Schedules: daily or periodic  
- Seasonal flexibility: coordinated with rhythms of institution and families. | A staff member works a Monday – Thursday 9:00am until 5:30pm schedule and a 7:30am until 4:00pm Friday schedule. | • Improved efficiency by matching to employee's most productive hours.  
• Gives employees more control over scheduling personal responsibilities to not interfere with work responsibilities.  
• Allows commute outside of peak rush hours.  
• Provides improved work-life balance.  
• Fewer unscheduled absences. |
| Compressed Work Week | The Compressed Work Week allows a staff member to work a traditional 40-hour workweek in less than the traditional number of workdays.  
- The length of the work day could vary, but the majority of the work hours must remain within the core hours of the operation.  
- Also, at no time should the workweek result in a schedule that is in excess of the normal 40-hour workweek or require the use of overtime. | Instead of working five days, a full-time employee may choose to work four 10-hour days. Or four 9-hour days and one 4-hour day. | • Improved productivity from longer periods of time devoted to task.  
• Provides more days off.  
• Decreases the number of workday commutes.  
• Allows commuting outside of peak rush hours.  
• Provides improved work-life balance.  
• Fewer unscheduled absences. |
| Flexplace        | Flexplace allows staff members to work remotely, allowing for flexibility in the location of where work is performed. | A staff member is allowed to work from his or her home for a certain number of days each week. | • Allows more control over scheduling personal responsibilities to not interfere with work responsibilities.  
• Decreases number of days of commuting.  
• Maintains productivity during inclement weather.  
• Provides improved work-life balance. |