
COMPRESSED WORK SCHEDULE POLICY SAMPLE

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ABOUT TRUCKING HR CANADA

As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce

One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resources management and recruitment and retention efforts.

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WANT MORE

To help employers build flexible workplace practices, Trucking HR Canada wrote *Flexible Workplace Practices: The Growing Importance of New Ways of Working*. Help your company offer new ways of working by exploring the following topic areas:

- Why employers should consider offering flexible work options
- What are common flexible work options used today and their prevailing benefits
- Factors to consider before initiating flexible work practices
- Recommendations on how to effectively implement flexible work arrangements
- Guidelines for measuring success

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PUPOSE

[Company Name] appreciates the dedication and hard work that our employees demonstrate in their roles. We also understand that employees often face challenges such as juggling work, family, and life-related issues. To demonstrate our continued commitment in supporting our employees and to stay competitive in our market, we offer flexibility for eligible employees to participate in a compressed work schedule arrangement

SCOPE

This policy is applicable to all [Company Name] employees in good standing and whose job duties and responsibilities are suitable for compressed work schedule arrangements.

DEFINITIONS

For the purpose of this policy and for interpretation by our employees:

- **Compressed Work Schedule** is an alternative work schedule with the standard workday lengthened to allow for fewer than five (5) workdays scheduled each standard workweek and/or fewer than ten (10) workdays scheduled in a biweekly pay period. An example of an acceptable compressed work schedule consists of 80 hours in a biweekly pay period, worked over four ten-hour workdays, with one scheduled day off in each workweek.

DETERMINING ELIGIBILITY

- Current employees in good standing with at least [one (1) year] tenure may seek approval for a compressed work schedule.
- In some cases, the compressed work scheduled arrangement may be defined and agreed to as a condition of employment upon hire.
- Employees wishing to work a compressed work schedule must first gain approval to do so from their manager/supervisor.
- Managers/supervisors are responsible for evaluating whether the duties of a particular position may be performed in a compressed work schedule situation. The manager will confirm that:
 - The work and the responsibilities of the position can be completed without causing disruption to employee performance and deliverables
 - Efficiency, productivity, timeliness, and the level of service can be maintained

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- The department or team can continue to maintain regular meetings, meet project deadlines, and achieve established goals
- If the requesting employee is in a supervisory position, the employees who report to this position will know who to report to for various matters on the supervisor's days off
- An effective and practical arrangement can be established to ensure back up coverage for any customer needs on the employees scheduled day off
- An acceptable work schedule can be agreed upon by all parties
- Managers/supervisors are encouraged to approve employee requests for a compressed work schedule whenever it is possible to do so. Upon approval, managers/supervisors should review the [Manager Checklist](#). *A sample has been included at the end of this document.*
- If granted approval for a compressed work week, the employee agrees to meet the following criteria:
 - Understands their continued performance expectations
 - Demonstrates at least satisfactory performance
 - Meets required punctuality and attendance standards
 - Demonstrates the consistent ability to complete tasks and assignments in a timely and accurate manner
 - Communication and collaboration skills meet or exceeds expectations

APPROVAL OF COMPRESSED WORK SCHEDULE ARRANGEMENTS

To be considered for a compressed work schedule, the employee requesting participation will submit a request to [\[insert contact name, contact position or provide a link to the appropriate policy request form\]](#). The request will include information such as:

- The reason for the request.
- Details on how back up coverage will be handled including communication processes to ensure continuity of operations during employee's day off.
- Confirmation that they have thoroughly considered their ability to be successful and meet performance expectations of their role while working under this arrangement. *Review the [Employee Checklist](#) at the end of this document.*
- A proposed work schedule that remains consistent from pay period to pay period and is compliant with legislative standards. The schedule may include the following:
 - Under the 4/40 schedule, employees work their usual # of weekly hours in 4 days and are off on the 5th day. This typically means they work 4 X 10-hour days in a work week.

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Employers could consider additional compressed work schedule options such as a 9/80 schedule where they work their usual # of hours in a two-week pay period in 9 days.

COMPENSATION, WORK HOURS AND TIME WORKED

The following are guidelines in determining compressed work week arrangements:

- An employee's compensation, benefits, work status, and work responsibilities will not change due to a compressed work schedule.
- All vacation and other time-off benefits (including leaves of absence) must be scheduled, approved, and recorded in accordance with the company's time-off policies and practices.
- Holidays represent 8 hours of leave with pay. Any employee working a 10-hour day will need to use vacation time to make up the difference. If the holiday falls on an employee's regular 4/40 day off, the 8 hours will be credited as additional vacation time.
- Regular full-time and part-time employees who are required to work on paid assigned holiday and are eligible, will receive overtime pay, in addition to receiving straight time payment for said holiday.
- For each full vacation day taken during the compressed work week program, employees working the 4/40 schedule will be charged 10 hours of vacation time. Vacation days will be similarly pro-rated based on alternate compressed work week schedules.

REVIEW, MODIFICATION AND TERMINATION OF COMPRESSED WORK SCHEDULE ARRANGEMENTS

The following are guidelines relating to compressed work schedule arrangements:

- Compressed work schedules will be implemented on a trial basis for **[three (3) months]**.
- Following the successful completion of the trial period, the arrangement may continue. An annual review of the arrangement will take place to ensure that the compressed work schedule ensures expectations of the role are met and that the operational requirements of the business continue to be achieved.
- Any changes to an existing compressed work schedule arrangement must be approved by the employee's supervisor/manager.
- An employee may terminate a compressed work schedule arrangement upon reasonable written notice to their supervisor/manager.
- If **[insert company name]** determines that the compressed work schedule arrangement is not in the best interests of the business for any reason, including but not limited to the employee's performance and productivity, the company may terminate the arrangement by providing **[two (2) weeks]** written notice.

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POLICY REVIEW

[Company Name] is committed to reviewing our policies regularly. This policy will be reviewed no less than once every three years.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Compressed Work Schedule Policy. I agree to comply with this Policy and its guiding principles.

Name (Print):

Signature:

Date:

[Insert as policy footer]

Effective Date:

Revision Date:

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COMPRESSED WORK SCHEDULE – A CHECKLIST FOR SUCCESS

While it is important that both the employee and manager understand and follow the policy guidelines, it is just as important that thorough consideration is given by both parties as to how they can play a role in contributing to the success of the compressed work schedule arrangement. Use the checklist below for further exploration and support of success.

EMPLOYEE CHECKLIST: WHAT DO I NEED TO CONSIDER PRIOR TO SUBMITTING A REQUEST?

- Have I thoroughly reviewed and understand the Compressed Work Schedule policy?
- What personal needs and work-life balance goals am I trying to achieve through this arrangement, and will it meet those needs and goals?
- What will be the benefits of a compressed work schedule? What may be the challenges and how can I address them successfully?
- Have I considered that a longer workday may be more physically and mentally draining?
- Will I be able to arrange dependent care or transportation around a longer workday?
- What else can I do to ensure I set myself up for success?

MANAGER CHECKLIST: WHAT DO I NEED TO DO TO ENSURE A SUCCESSFUL COMPRESSED WORK ARRANGEMENT FOR THE EMPLOYEE AND THE COMPANY?

- Have I reviewed the Compressed Work Schedule policy and thoroughly understand the eligibility criteria so I can make fair and consistent decisions to support the arrangement?
- Have I communicated to the wider business, so they are aware of the compressed work schedule?
- Have I reviewed and provided input into the employees back up coverage and communication plan to ensure no disruption to operations on their scheduled day off?
- Have I scheduled team meetings at times that work for employees on this compressed schedule?
- Have I communicated the compressed work arrangement with my team and sought their input on how we can all ensure it is successful and address any team concerns?
- What changes or enhancements will I need to make to my communication practices to support the success of this arrangement?
- Have I set up regular 1-1 meetings with the employee to review progress and address any concerns? Have I also scheduled a 3-month review meeting to assess the success of the compressed work arrangement trial period?
- What else can I do to ensure the employee and the company experience positive outcomes from this arrangement?

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