



Flexible Work Options for Current Job

“A Families and Work Institute report, The 2005 National Study of Employers, found that half (47 percent) of the companies that offer work life initiatives including flexible work schedules, family leave, and childcare, do so not because they want to altruistically support employees, but because it makes better business sense given efforts to recruit and retain employees, and many businesses (25 percent) reported they do so to increase the productivity and job commitment of employees.

Quite interestingly, that same study found that small companies, those with fifty to ninety-nine employees, are the most likely to allow workplace flexibility options”

- Blades, J, & Rowe-Finkbeiner, K. (2006) *The Motherhood Manifesto*, New York, NY: Nation Books. p. 62.

Flextime:

Still working a 40-hour week, but you have many options for how you do the work: you can compress it into 4 10-hour days, spend one day telecommuting, work 6 hours at the office and 2 at home, etc.

www.hr.upenn.edu/quality/worklife/flexoptions/flexguide99.asp

An excellent online resource from U Penn that has a training manual for any company that wants to learn about offering flextime, and has wonderful, free templates for proposals to request flextime from your employer.

http://spot.pcc.edu/~rjacobs/career/flexible_work_options.htm

- great definitions of all the work options available from Flex Choice to Outcome-Based Schedules.

Job Sharing:

2 people voluntarily share one job; salary and benefits are pro-rated. Generally, you must already be working with a company in order to start doing this (2 workers already familiar with the job want to go part-time and plan to split a job).

www.familiesandwork.org - tips for employees- can download “A Guide To Flexibility” which shows how to create a win-win situation for you and your employer.

www.workoptions.com - \$29.99 to download templates for job sharing, flextime, etc.

Making a Full-time Job a Part-time Job:

Proposed steps -

- 1) Keep detailed record of your daily tasks**
- 2) Get information about salary and benefits**
- 3) Research policies and practices**
- 4) Devise strategy**
- 5) Make written proposal**

http://www.opm.gov/Employment_and_Benefits/WorkLife/OfficialDocuments/handbooksguides/PT_Employ_JobSharing/index.asp

For more information, the Office of Personnel Management for the Federal Government offers good suggestions of how to make your full time job part-time.

Navigating the Mommy Track: Career Strategies for Current and Future Mothers

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www.careermom.info