



# Definition of Workplace Flexibility

The Sloan National Initiative defines workplace flexibility as:

- The ability to have flexibility in the scheduling of hours;
- The ability to have flexibility in the number of hours worked;
- The ability to have career flexibility with multiple points for entry, exit and reentry into the workforce; and
- The ability to address unexpected and ongoing personal and family needs.

At Workplace Flexibility 2010, we believe that workplace flexibility is best achieved through a combination of voluntary employer efforts and thoughtful public policy. When we talk about achieving workplace flexibility, we are talking about a workplace that effectively addresses the following categories of employee needs – while recognizing and respecting employers' need to get the work done.

## Flexible Work Arrangements

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Flexible Work Arrangements (FWAs) alter the time and/or place that work is conducted on a regular basis – in a manner that is as manageable and predictable as possible for both employees and employers. FWAs provide:

- Flexibility in the scheduling of hours worked, such as alternative work schedules (e.g., non-traditional start and end times, flex time, or compressed workweeks) and arrangements regarding overtime, predictable scheduling, and shift and break schedules;
- Flexibility in the amount of hours worked, such as part time work, job shares, phased retirement or part year work; and
- Flexibility in the place of work, such as working at home, at a satellite location or at different locations.

## Time Off

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Time Off provides leave from work for a defined period of time to address unexpected or ongoing personal and family needs.

### *Time Off in Short Increments*

- Short-Term Time Off (STO) is used to address the ordinary predictable and unpredictable needs of life (e.g., a sick employee, a sick child, a child's school conference, a death in the family, a home repair).
- Episodic Time Off (EPTO) is used to address a recurring predictable or unpredictable need for time off from work (e.g., an employee who has – or cares for a family member who has – an illness or chronic health condition that flares up sporadically, an employee who volunteers regularly in the community, an employee who is obtaining advanced training).

### *Time Off in Long Increments*

- Extended Time Off (EXTO) is used to address a need for time off from work for a single reason that extends for more than five days but less than one year (e.g., caring for a newborn or newly adopted child, having a serious health condition or caring for a family member with a serious health condition, or serving in the military).

## Career Exit, Maintenance and Reentry

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Career Exit, Maintenance and Reentry addresses the needs of employees who, out of necessity or personal choice, leave the workforce completely for a period of time, but need and/or want to reenter the workforce later.