

# FLEXIBLE SCHEDULES

## Flexible Schedules Basics

Flexible work schedules includes any arrangement which differs from the typical 9 am—5 pm, 5 days-a-week schedule, and includes compressed work weeks and non-standard hours which avoid rush-hour commutes. Employees with flexible work schedules not only reduce their carbon footprint by cutting commute days altogether and/or by decreasing their contribution to peak-hour idling in traffic, they also enjoy:



1. Savings on commute costs like gas, vehicle wear and tear, and parking (if they are making fewer trips).
2. Reduced stress from avoiding rush-hour traffic.
3. A feeling of control over their schedules and lives.

## A UNIQUE APPROACH

Venture Data allows employees to set their own schedules and change them weekly. Learn more about Venture Data's commute options program on their employer profile.

## Quick Access Links

Events and Campaigns  
Talking to Management  
Sample Emails  
Printable Materials  
Employer Spotlight

Carbon and Cost  
Calculators  
Flexible Work Schedule  
Resources

## How to Start

As an ETC, the first step you can take is to find out if your employer allows flexible work schedules (FWS), and on what basis. If they are allowed, you can help your co-workers get started by:

1. Reviewing our Flexible Work Schedule Resources.
2. Adapting example flex schedule materials for your office, such as Flex Schedule FAQs, flyers, and emails.

## Facilitating FWS

To help make Flexible Schedules more common in your workplace:

1. Host an event such as a flex schedule orientation which explains flex scheduling FAQ to interested employees.
2. If not already allowed, advocate to your employer about flex scheduling. Remind them of the benefits of commute programs and provide a sample memo.



**Need Help? Request a Consultation.**