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.

How to Start
As an ETC, the first step you can take is to find out of 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.

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

Need Help? Request a Consultation.