

John Readings Work/Life Balance Programs - Usage Report

Report on Usage of Elements of the Flexible Work Arrangements Program at the end of the first six months of implementation, based on the results of a staff questionnaire.

Executive Summary

Of the elements included in the flexible work arrangements program, the programs most taken advantage of are flexible working hours, the compressed work week, and meetings between the hours of 9:00 am and 4:00 pm. Flexi-hours are used mainly by staff, although half of those in management are also availing themselves of this option. Many of those in management have expressed a strong interest in the career break option.

The level of satisfaction of those who are using a particular program was extremely high throughout. This is quite encouraging as it demonstrates an improvement in the level of workplace satisfaction by both staff and management.

Overall, management are taking up programs at a similar rate to staff, and are therefore acting as role models. The exception is the compressed work week, and we need to consider whether or not this is an issue. It is suggested that this element be looked at again after the current teamwork program is complete.

Survey data follows: [Flexible work arrangements](#)

Element	Usage (% of eligible staff)		Satisfaction (% choosing a three or higher level of satisfaction in making use of these programs)	
	Staff	Management	Staff	Management
Compressed work week	70	30	90	80
Flexible working hours	70	50	95	95
Meetings between 9:00 am and 4:00 pm	90	90	95	95
Telecommuting	10	20	75	70
Study leave	60	40	90	70
Career break	10	40	70	90