

# PROJECT TOOL: Alternative Work Schedules

More than a third of our daily traffic volume occurs during just 4 hours each day: morning rush hour (7 to 9 a.m.) and afternoon rush hour (5 to 7 p.m.).\* Not only does this congestion result in lost work time and stress for your employees, it can also contribute to poor air quality.

Alternative work schedules allow employees to work the same number of hours, but their start/stop times are varied. This can enable travel to work times to be spread out, resulting in reduced rush-hour traffic congestion, which can lead to reduced emissions from idling vehicles, and improved air quality. The advantage for the employee is greater ability to match work hours to lifestyle needs. Here are a couple of work schedule changes that your company or organization can consider.

**Flex-Scheduling:** Flextime provides employees flexibility with when their work days begin and end. Employees still work all of their required hours in a day but during the times that work best for their commutes and the company's needs.

**Compressed Work Week:** With compressed work weeks, your employees work the same number of hours, but in fewer days. Typical schedules include:

- 4 days/40 hours – employees work 40 hours in four days instead of five.
- 9 days/80 hours – employees work 80 hours in nine days instead of ten.

Employers establish alternative work schedules to:

- Reduce operating costs.
- Improve employee morale.
- Expand service hours.
- Reduce employee absenteeism.
- Create talent recruitment advantages.

*\* Source: Atlanta Regional Commission, 2004 Transportation Fact Book*

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