



Terms to know

Key terms for customized programs

This page offers a clear and concise guideline on key term for customized programs, tailored for both employees and managers.

+ Flexwork (Flexible Work)

FlexWork (Flexible Work) refers to workplace solutions that provide employees with the flexibility to work from home or other approved locations, and to follow varied schedules. This flexibility can include compressing the traditional Monday-to-Friday, 40-hour workweek into fewer days, or allowing employees to adjust their arrival and departure times to avoid congestion on roads, in elevators, and in parking areas.

+ Telework/ Telecommute

Telework/Telecommute refers to the option of working from home or another employer-approved location to eliminate or reduce the commute to work, typically 1-4 times a week. Telework can serve as a business strategy to enhance productivity, improve recruitment and retention, reduce absenteeism and overhead costs, and decrease traffic congestion and emissions.

+ Hybrid Work

Hybrid is a post-pandemic term that refers to a work schedule allowing employees to telework for one to four days a week. In a hybrid model, either the employer designates specific days for in-office work, or the employee chooses which days to work remotely and which to be present in the office.

+ Remote Work

Remote employees work full-time, five days a week, from a location other than the company's office, which can include different states or countries. They usually do not need to attend in-person meetings unless travel expenses are covered by the employer.



+ Hoteling

Hoteling is designed to reduce overhead by using shared workspaces, where employees come to the office on assigned days and share desks with others. Hoteling software helps employees book or cancel these workspaces and conference rooms, much like reserving a hotel room.

+ Flexible Work Schedules

Flexible Work Schedules allows employees to adjust their arrival and departure times to Flex-time which specifically refers to a schedule where employees can arrive within a designated window, such as 7 to 9 am, and leave between 4 to 6 pm. Flex-time may also extend beyond the typical 7-9 am window to address traffic patterns that peak earlier or last longer.

+ Compressed Work Weeks

Compressed work weeks allow employees to work fewer days by extending daily hours. For example, a 4/40 schedule has four 10-hour days, a 9/80 schedule has nine days with longer hours over two weeks, and a 4/32 schedule offers 32 hours over four days. Adopting the 4/32 schedule often needs legal changes to adjust the standard 40-hour workweek while keeping the same pay.