



# REDUCED WORK

TOOLKITS FOR FLEXIBLE WORK ARRANGEMENTS

# What is Reduced Work?

Reduced Work is an arrangement whereby an employee works less than the standard full-time hours. Roles are designed around a reduced workload with the expectation that the tasks can be completed successfully in less than a standard work-day.

## Types Of Reduced Work Arrangements

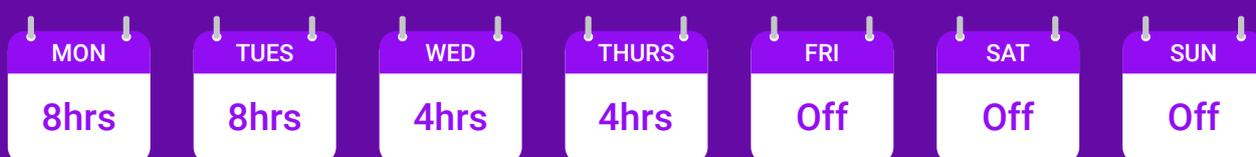
### 01 | Reduced Days In A Week



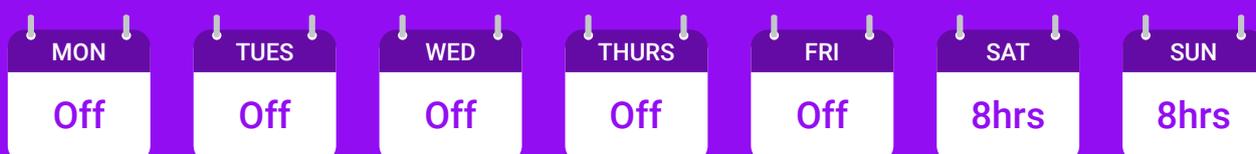
### 02 | Reduced Hours In A Week



### 03 | Combination Of The Above Two



### 04 | Weekend Work

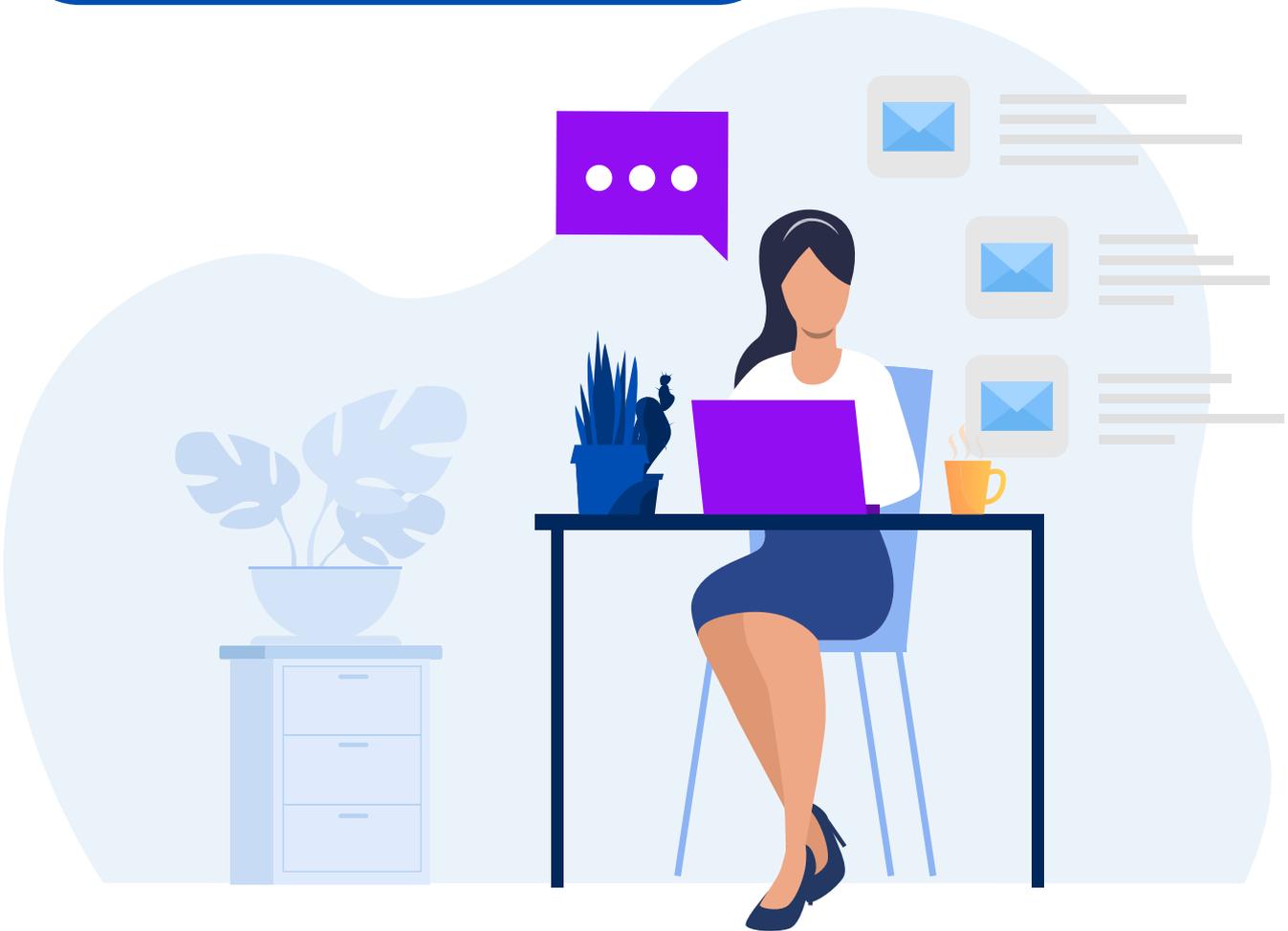


*Note: As per Employment Act 1955, part-time work should not exceed 70% of the regular full-time hours (i.e. 8 hours per day or 48 hours per week)*

# Success factors for Reduced Work

01

Employees on Reduced Work must demonstrate efficiency in completing work within a set time frame.



02

Clearly define expectations for employees reduced work on expected productivity and output.

# Possible challenges and mitigation actions for implementation

Challenges	Description	Mitigation Actions
 <p data-bbox="145 703 368 815"><b>Employee fears negative career impact</b></p>	<p data-bbox="472 508 887 723">Employees could fear that due to reduced hours, career advancement opportunities will be limited. This may cause them to be less engaged or motivated.</p>	<ul data-bbox="946 508 1490 651" style="list-style-type: none"> <li>• Develop and communicate customised career path with progression and development opportunities for employees on this arrangement.</li> </ul>
 <p data-bbox="124 1106 391 1218"><b>Transitioning work responsibilities to other employees</b></p>	<p data-bbox="472 889 858 1144">After the reduction in hours, the work responsibilities transitioned off the employee may not be performed adequately, resulting in confusion and possible work duplication.</p>	<ul data-bbox="946 889 1497 1072" style="list-style-type: none"> <li>• Ensure clear communication and handoff periods for the specified responsibilities, with the employees, supervisors, and any other departments or employees affected by the transition.</li> </ul>

# Who can benefit from it?

Employers who wish to meet the following business objectives:



Lower operational cost



Retain top talent

Employees who meet the following criteria:



Employees with duties that can be performed within the set number of hours without losing efficiency, or tasks that can be transitioned off this role to reduce the workload and subsequent hours required



## SPOTLIGHT:

Reduced Work arrangements can be used as temporary measures for employees who need more time off-work to attend to personal matters, but who intend to return to full-time work with the organisation.

# Key components of the policy



## Purpose

Outline the objective behind implementing Reduced Work in line with the business goals and employees' needs.



## Eligibility

Specify the target group who is eligible to apply for Reduced Work, taking into consideration various factors (e.g. job type, tasks or responsibilities).



## Types of FWAs

Define Reduced Work, and the different types of Reduced Work options.



## Performance Management

Clarify that performance management will only be applicable for the agreed-upon duration of work arrangement.



## Compensation and Benefits

Clarify that salary, compensations and other benefits should be revised according to the job scope and duration.



## Policy Review

State how frequently the policy should be reviewed by HR (e.g. quarterly or annually) and that it may be amended or terminated if it does not comply with the business needs.

At TalentCorp, we help companies to get started on implementing Flexible Work Arrangements (FWAs). Our team provides **advisory support and sharing of best practices** to help companies manage FWAs challenges, both organisational and people. Whether it's to **implement, enhance, or promote FWAs for your company**, we can support to **deliver a solution that is customised to your business and people needs**.

## Want to kick-start your FWAs journey?

Connect with us through email at [flexworklife@talentcorp.com.my](mailto:flexworklife@talentcorp.com.my)

or visit us at [www.talentcorp.com.my](http://www.talentcorp.com.my)



**TalentCorp**  
GROUP OF COMPANIES

Talent Corporation Malaysia Berhad (201001035653)

Level 6, Surian Tower, No. 1 Jalan PJU 7/3, Mutiara Damansara

47810 Petaling Jaya, Selangor, Malaysia

T +603 7839 7000

E [flexworklife@talentcorp.com.my](mailto:flexworklife@talentcorp.com.my) W [talentcorp.com.my](http://talentcorp.com.my)



TalentCorpMsia



TalentCorpMsia



TalentCorpMsia



Talent Corporation Malaysia Berhad

©2021 Talent Corporation Malaysia Berhad (201001035653). All rights reserved.

While every effort has been made to ensure the accuracy of the information contained in this publication, TalentCorp does not guarantee and does not make any representation or warranties of any kind, express or implied, to the completeness, accuracy, reliability or suitability with respect to the information or related graphics contained in this publication for any purposes. Any reliance placed on the information provided is strictly at your own risks. Under no circumstances shall TalentCorp, or any of their respective employees, be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in action of contract negligence or other tort, arising out of or in connection with the use of the information and contents of this publication.