

Decision record for 4-day work-week

Title: Implementation of 4-Day Work-week

Context and Problem Statement

Our organization has been considering a switch to a 4-day workweek. The current work schedule of 5 days per week, 8 hours per day, has resulted in low productivity, employee burnout, and high turnover rates. The proposed change aims to increase employee satisfaction, engagement, and retention, and ultimately improve organizational performance.

Decision

We have decided to implement a 4-day workweek starting from the next quarter for all employees across the organization.

Rationale

The decision was based on the following factors:

1. Employee feedback: A survey conducted among the employees highlighted the desire for a more flexible work schedule and a better work-life balance. The majority of the respondents expressed interest in a 4-day workweek.
2. Research findings: Studies on companies that have implemented a 4-day workweek have shown increased employee productivity, reduced absenteeism, and improved work-life balance.
3. Competitive advantage: Offering a 4-day workweek can be an attractive benefit to potential employees and can help retain existing talent.
4. Organizational goals: The switch to a 4-day workweek aligns with our organizational goals to create a healthier and more productive work environment.

Implementation Plan

The following steps will be taken to implement the 4-day workweek:

1. Communication: The decision will be communicated to all employees via a company-wide email and a meeting with team leaders.
2. Schedule: The new schedule will be Monday to Thursday for full-time employees, with the option of flexible schedules for part-time employees. Work hours will be extended to 10 hours per day.
3. Policy updates: Human resources policies, such as leave policies and benefits, will be updated to align with the new schedule.
4. Training: Managers will be trained on how to manage teams under the new schedule and how to properly track employee performance and productivity.

5. Evaluation: The new work schedule will be evaluated after six months to determine its impact on employee satisfaction, engagement, and retention.

Anticipated outcomes

The implementation of a 4-day workweek is expected to result in the following outcomes:

1. Increased employee satisfaction, engagement, and retention.
2. Improved work-life balance for employees.
3. Increased productivity and reduced absenteeism.
4. More attractive employee benefit package and a competitive advantage in the hiring market.

Conclusion

We believe that the implementation of a 4-day workweek will benefit our organization and our employees. We look forward to seeing the positive impact of this decision on our employees and our overall organizational performance.