Family Friendly Work Options – Care Giving

Below are some leave options to help you manage work-life issues surrounding elder care. The Emory WorkLife Resource Center cannot guarantee these leave options are available to you as each person’s situation is different. We encourage you to discuss these options with your manager or supervisor to find an option that meets everyone’s needs.

Option 1: Flexible Work Hours

This option allows you to work an alternative schedule to help meet the demands of your family. Flexible work hours allow employees to choose their starting and stopping times within certain limits. This can be used on a permanent or temporary basis.

Core Working Hours: 8:00 AM – 5:00 PM

All employees are required to be at work during a defined “core” time in the middle of the day and typically they must work a standard eight hour day. Flexible work hours do not alter total number of hours employees are expected to work but must include arrangement for overtime hours and deficit hours as they occur.

These schedules are most effective for positions that are not time sensitive and require managers who can supervise multiple schedules.

Option 2: Job Share (Part-Time)

You could share the responsibility and benefits of one full-time position with another employee. Some employees prefer to work fewer hours in exchange for a lower salary and reduced benefits, with the payoff of having time to meet the demands of care giving responsibilities.

One employee may work mornings and the other afternoons or they can alternate days. Job sharing works best if the two employees have complementary skills and can communicate well. This option works well for the employee that would like to work part-time and does not need the income or benefits of their full-time position.

Option 3: Compressed Work Weeks

In this arrangement, the standard work week is compacted into fewer than five days by extending the length of the work day. This schedule is most often used with hourly paid, non-exempt employees but can be applied to salaried, exempt staff.

This is another option for someone who needs the income of their full-time position, but would like an extra day to spend with their family during the week. The trade-off with this arrangement is that your days worked would be longer by approximately 2 hours each. An example would be working four 10-hour days instead of five 8-hour days.
Option 4: Telecommuting

Telecommuting is a popular work option for someone that has a need for flexibility. It allows an employee to work offsite for all or part of the workweek on a regular or part-time basis. Telecommuting enables the employee to be more productive with the time they spend at caretaking and working respectively.

Telecommuting can be used as a temporary plan for a person returning to work from leave after having to tend to an elder care issue on a full-time basis, or returning to work following a health issue themselves.

Option 5: Reduced Hours

Reduced hours allow an employee to work a regular workweek of less than 40 hours. This option is attractive to employees that are unable to work full-time due to personal commitments, but are still trained, experienced, and valuable. Depending on the position and the number of hours, the employee may still be eligible for benefits, but often at a pro rata basis.