

15 June 2023



# The pros and cons of a 4 day work week



# Introductions



# Meet the Presenters and Technical Support

	<p><b>Abi Ashford</b> Lead HR Consultant</p> 
<p><b>Victoria Templeton</b>  HR Knowledge Manager</p>	

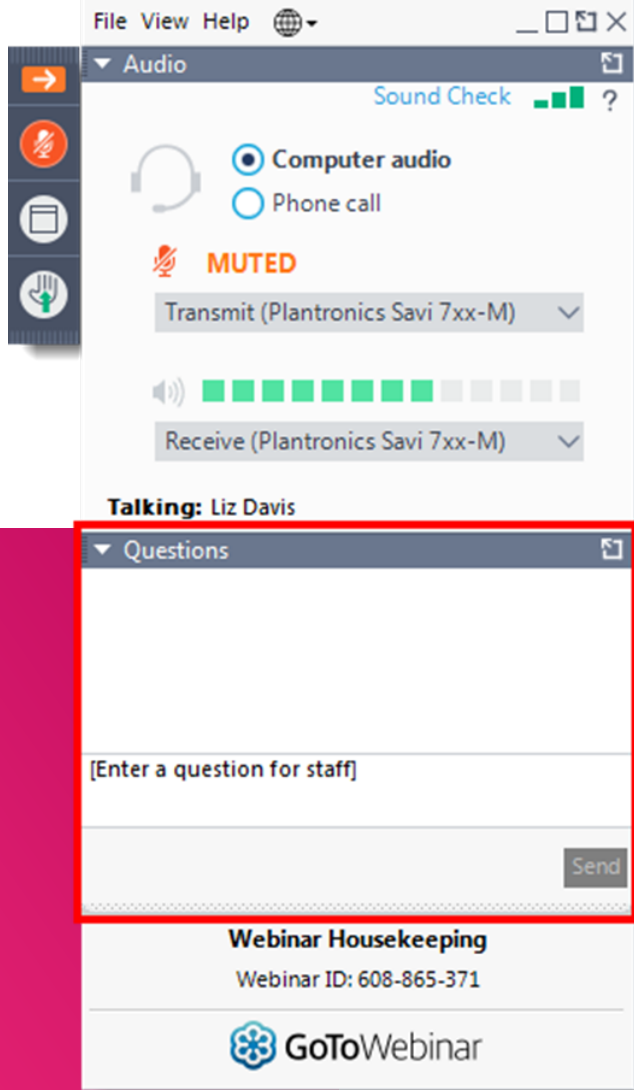




# How to ask questions

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# GoTo Webinar Housekeeping

## Time for Questions

### Your Participation

Please continue to submit your text questions and comments using the Questions panel





15 June 2023

# The pros and cons of a 4 day work week



# Agenda

- Defining a 4 day work week
- The benefits and drawbacks
- Case studies
- Practical guidance







# Defining a 4 day work week

- 100:80:100 model
- 100% pay, 80% of hours, 100% productivity

# Agenda

- Defining a 4 day work week
- The benefits and drawbacks
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# Benefits and drawbacks

4 day  
week

# Benefits and drawbacks

4 day  
week

Reduced  
stress  
and  
burnout



# Benefits and drawbacks

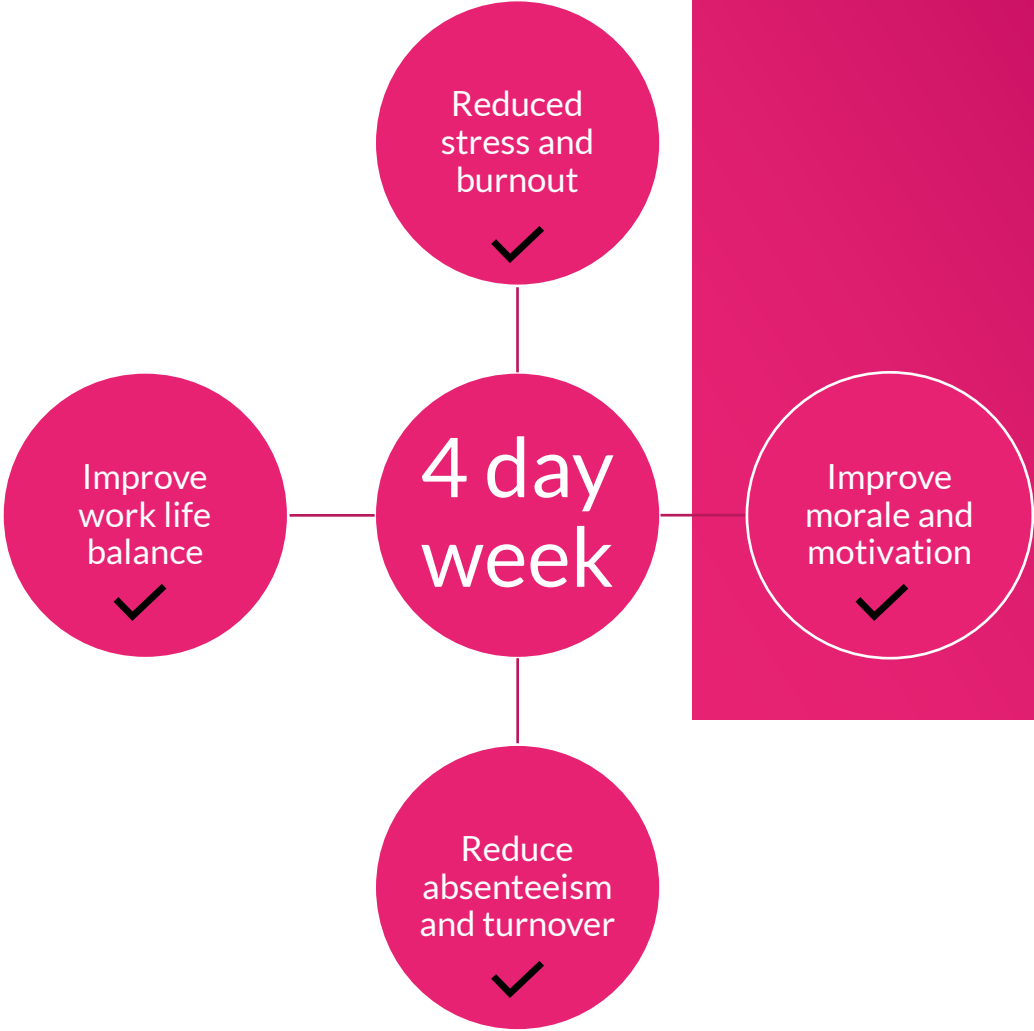




# Benefits and drawbacks



# Benefits and drawbacks



# Benefits and drawbacks



# Benefits and drawbacks



# Benefits and drawbacks



# Benefits and drawbacks



# Benefits and drawbacks



# Benefits and drawbacks







# Agenda

- Defining a 4 day work week
- The benefits and drawbacks
- **Case studies**
- Practical guidance



# Case Study 1

## The '4dayweek' global pilot

# Case Studies: 4 day week pilot

- 4 Day Week Campaign, 4 Day Week Global and Autonomy
- 61 businesses took part in a 6-month trial
- Construction, Marketing, Banking, Health Manufacturing and Retail, Domiciliary Care, Not for Profit, Financial Services, Technology, Housing, Health and Social Care, Science, Charity, PR and Communications, Consultancy
- Size of business:
  - 66% employ 25 or fewer
  - 22% employee 50 or more



# Case Studies: 4 day week pilot

15% of employees said no amount of money would persuade them to accept a 5 day work week in the future

92% of employers are continuing

39% of employees less stressed

Revenue increased on average by 35%



71% reduction in burnout

Staff turnover reduced by 57%

Revenue generally stayed the same, rising by 1.4% on average over the duration of trial

60% of employees increased ability to combine work with caring responsibilities

# Case Study 2

## South District Cambridge Council

# Case Study: South District Cambridge Council



## Old way of working:

- Recruitment and retention issues
- Spending £2 million a year on agency staff
- 8 of every 10 (or fewer) vacancies could be filled

# Case Study: South District Cambridge Council



## New way of working

- Annual wage bill decreased by £300,000 because the amount of agency staff required reduced
- Several employees stayed on in employment, when they may have otherwise left
- 56% of business areas showed substantial improvement in their performance
- 43% business areas remained at similar levels of performance
- None of the areas had a drop in performance



# Case Study 3

## The Royal Society of Biology

# Case Study: Royal Society of Biology

- Took part in the 6-month global pilot
- Organisation continued to operate over 5 days to ensure all areas of the business were covered
- Employees took either a Monday or Friday off
- A non contractual scheme
- The business shifted from a 35 hour, 5 day week to a 32 hour, 4 day week, with pay remaining the same
- Watch their interview [accessible online](#).



# Case Study: Royal Society of Biology

## Concerns at the start of the trial:

- Employees were concerned whether they could complete their jobs in a shorter week
- If contractual obligations with clients could continue to be fulfilled
- If membership bodies and clients perceived the business only delivering 4/5ths on a contract
- Push back from member organisations about whether the customer service could be delivered if employees worked a shorter week



# Case Study: Royal Society of Biology

## Impact of trial:

- Trial showed that they can deliver on their contractual obligations to their clients and membership bodies
- Staff wellbeing and work life balance improved and made staff happier staff and more motivated
- The business was able to manage workload
- Continuing with the non contractual arrangement with a review on an annual basis
- Recommend other businesses adopt a 4-day work week



# Case Study: Royal Society of Biology

## Would they do anything differently?

- Spend more time with staff on how to deal with the feelings of guilty or a need to log on, when it is OK to not be working on that 5<sup>th</sup> day
- Communicate more with key stakeholders on any impact and reassurances that work will be fulfilled across a 5 day week



# Case Study: Royal Society of Biology

## Advice to other businesses:

- Have an ethos to not change salary, otherwise its an impediment to people taking part
- Get your employees to look at ways of working to see if things can be done more efficiently? And to ask “why are we doing that?” to see if aspects of the work can be stopped
- Consult with staff. Their workforce produced lots of questions. Talking it through about how it would work in practice is important so that they fully understand
- Be thorough in the communication with members/clients to reassure them that the contract can still be delivered.



# Agenda

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- **Practical guidance**



# Practical Guidance

## Purpose

- Why are you doing it?
- How does it align with business goals?
  - Inability to recruit
  - Remain competitive for attracting candidates
  - Reduce high employee turnover
  - Improve employee engagement etc.
  - Address burnout

## Communication

- Business plan – gain buy in
- Employee engagement and buy-in fundamental to its introduction
- Consult with employees / Trade Unions
- Obtain feedback before, during and after trial
- Seek ideas on how to mitigate potential challenges
- Communicate with clients on changes, include the steps being taken to ensure productivity remains
- Formal consultation for any proposed permanent change to terms and conditions, so check the contract

## Plan

- Understand current contractual obligations
- Decide if it will be contractual or non contractual?
- If non contractual, how will you ensure it doesn't become contractual through customer and practice?
- Define what a 4 day week means to your business – 100/80/100?
- Look at the content of your roles
  - what can stop/start/continue
- Look at the way in which roles are carried out
  - are there alternative ways of working to bring efficiencies?
- What are the potential challenges and how can they be overcome?
- How will you manage employee benefits?
- How long will you pilot the scheme for?
- What does success look like and how will you measure it?
- How can you ensure it doesn't inadvertently discriminate?
- How will you monitor performance, during the trial and if taken forward?







# Training Courses Management

- Effective Communication Skills
- Leading the Team
- Managing Conflict at Work
- Effective Appraisal Skills
- Managing Performance
- Recruitment and Selection
- Holding Difficult Conversations
- Equality, Diversity & Inclusion
- Managing Grievance
- Managing Disciplinary
- Employment Law
- ILM Level 3
- ILM Level 5



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# Training Courses Health & Safety

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- Level 2 Food Safety
- Level 2 Mental Health First Aid
- Level 3 Safeguarding
- Level 2 Emergency First Aid
- Mental Health Ambassador
- Safeguarding Ambassador



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- **Why businesses need a different approach to recruitment**  
13 July @ 10am
- **Building skills and capabilities of your workforce**  
10 August @ 10am
- **How to become an age friendly employer**  
14 September @ 10am
- **Immigration developments and how they impact employment**  
12 October @ 10am

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# Thank you

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