



***Policy Implementation Guideline:
Employees' Choice of Day Off***

POLICIES AND EXPECTATION GUIDELINES

I. Employees' Choice of Day Off Policies

The table below outlines policies that the organisation needs to consider when implementing employees' choice of day off. The policies can be amended according to organisation needs.

Policy	Description
General	<ul style="list-style-type: none"> Existing organisation policies and guidelines must still be obliged by employees working under the employees' choice of day off arrangement Employees' choice of day off arrangements can be suspended or terminated if it does not comply with business needs
Definition	<ul style="list-style-type: none"> Employees plan their own work schedules and determine their days off with the approval of their immediate supervisors
Eligibility	<ul style="list-style-type: none"> Full-time, part-time and shift work employees who are required to work on weekends
Application and approval	<ul style="list-style-type: none"> Employees can apply for the arrangement using the Employees' Choice of Day Off Arrangement Proposal Form (refer to Appendix 1) The purpose of the application process is to give discretion to employees who want to choose their day off, rather than have their employer establish a fixed day off The process for approval of the employees' choice of day off application is outlined in the Employees' Choice of Day Off Arrangement Application and Approval Process (refer to Appendix 2) All proposal forms will be processed and stored away for future reviews as and when there is a need to amend or terminate this arrangement (refer to Appendix 3 for Employees' Choice of Day Off Arrangement Arrangement Proposal Storage System)
Compensation and benefits	<ul style="list-style-type: none"> Employees' choice of day off will not have an impact on the employee's salary, compensation and benefits Employers are not allowed to discriminate against employees under this work arrangement by means of disallowing increment, benefits, bonuses and other forms of professional partiality
Performance management	<ul style="list-style-type: none"> The employer's standard performance management process will continue to apply for employees utilising the employees' choice of day off arrangement Employers are not allowed to discriminate against employees utilising the employees' choice of day off arrangement by means of disallowing them career advancement, bonuses and other forms of professional partiality

II. Expectations

The following are key expectations of supervisors and employees in the employees' choice of day off arrangement:

Category	Expectation
Supervisors	<ul style="list-style-type: none">• Coordinate employees' days off to ensure adequate staff coverage of the department at all times and business service remains fully functioning• Ensure employee compliance to employees' choice of day off policies and arrangement• Periodically assess feasibility of employees' choice of day off arrangement• Address challenges and issues highlighted by employees under this work arrangement• Practice non-discriminatory policy when it comes to performance assessment of employees under this work arrangement
Employees	<ul style="list-style-type: none">• Adhere to scheduled working days• Remain accountable for delivering deliverables of quality

ISSUES AND MITIGATION ACTIONS

In implementing an employees' choice of day off arrangement, organisations should take into consideration the following list of issues that could potentially be a barrier to effective implementation.

Category	Issue	Mitigation Action
Organisational	Management resistance	<ul style="list-style-type: none"> • Develop business case analysis to justify value and return of employees' choice of day off • Develop communication and reference materials to create awareness and educate stakeholders on employees' choice of day off and its benefits • Pilot employees' choice of day off arrangement with suitable job functions and top talents for a specific period of time to assess feasibility and demonstrate quick-wins to management
Operational	Reduced productivity levels	<ul style="list-style-type: none"> • Ensure proper handover of tasks where applicable so that work can continue in the absence of an employee • Effective delegation of tasks that are suitable for an employees' choice of day off arrangement • Ensure supervisors are adequately trained to manage employees working on different schedules
	Non-compliance or abuse of employees' choice of day off policies	<ul style="list-style-type: none"> • Communicate clearly and obtain consent on terms and agreements of employees' choice of day off from employees under this work arrangement • Enforce disciplinary action if policies are breached
	Insufficient staff coverage	<ul style="list-style-type: none"> • Ensure frequent communication between employee and supervisor to establish work schedules and agree on days off • Ensure backup coverage when necessary • Communicate work schedules through emails or out-of-office notifications to ensure impacted employees and clients are aware
Social	Dissatisfaction from other employees who are not utilising this work arrangement	<ul style="list-style-type: none"> • Ensure clear employee value proposition is available for employees who are not eligible for this arrangement due to the nature of their jobs

APPENDIX 1 – EMPLOYEES' CHOICE OF DAY OFF ARRANGEMENT PROPOSAL FORM

This form is used for the purposes of requesting, reviewing and modifying the employees' choice of day off arrangement.

To be filled by the employee:

Employee Name : _____
 Job Title : _____
 Employee ID : _____
 Employee Email : _____
 Department : _____
 Supervisor's Name : _____
 Supervisor's Email : _____
 Proposed Start Date : _____

Please fill out the following section with your proposed work schedule and indicate your choice of day off.

(a) Employees working a 1-day weekend:

Week	Elected day off (Tick 1 day where applicable)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	<i>Compulsory weekend work day</i>
Sunday	

(b) Employees working a 2-day weekend:

Week	Elected days off (Tick 2 days where applicable)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	<i>Compulsory weekend work day</i>
Sunday	<i>Compulsory weekend work day</i>

To be filled by the supervisor:

Employees' choice of day off arrangement for _____ is

Approved

Rejected

If approved, the employee will be able to start their employees' choice of day off arrangement at the proposed date of _____.

If rejected, state the reasoning as to why the employee is not eligible for the employees' choice of day off arrangement:

I understand that the approval of employees' choice of day off arrangement does not amend my employment contract.

I understand that the employees' choice of day off arrangement is subjected to the discretion of my supervisor and head of department and may be suspended and terminated depending on business needs.

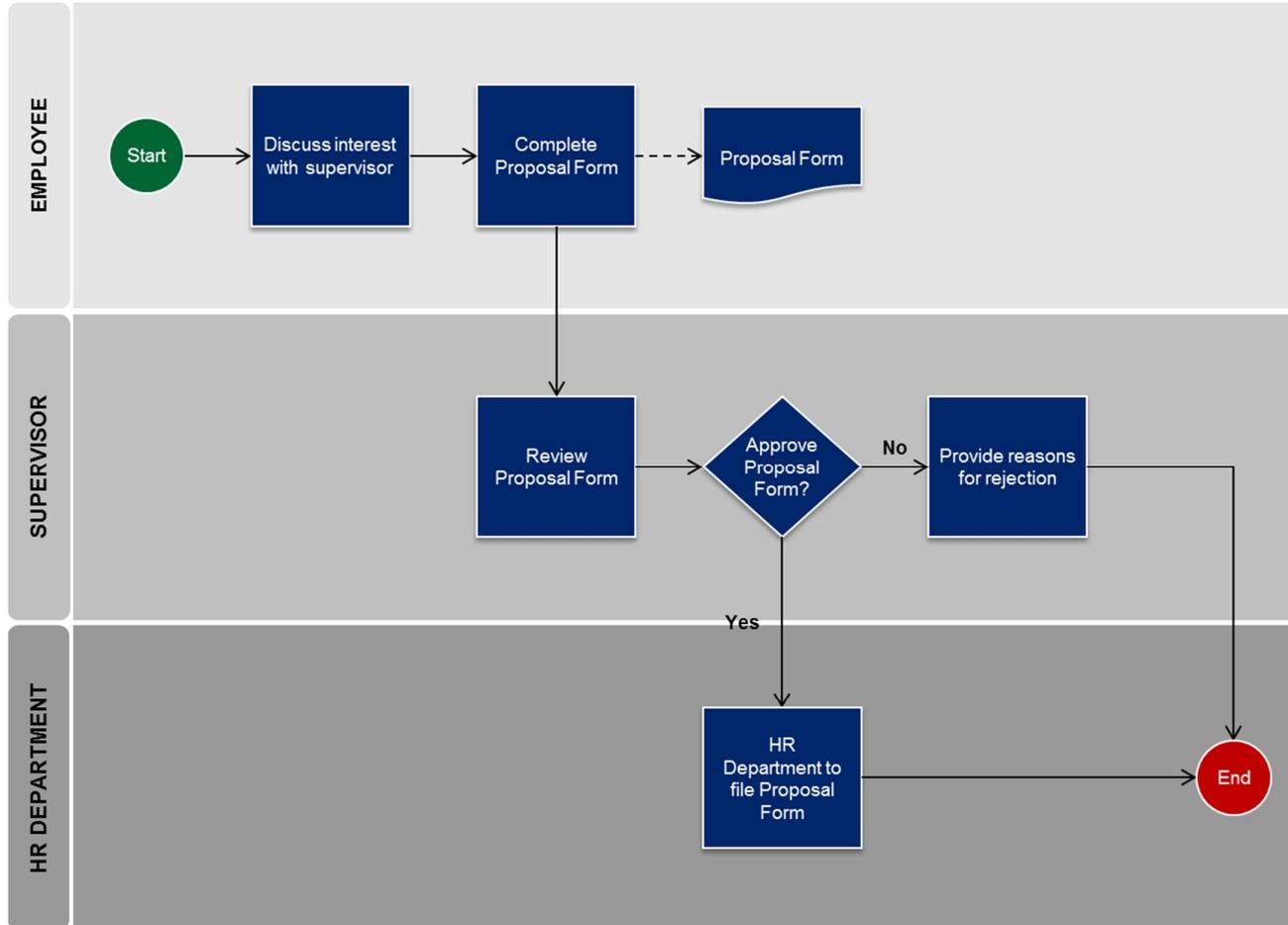
Employee Signature : _____

Supervisor Signature : _____

Document Date : _____

APPENDIX 2 – EMPLOYEES' CHOICE OF DAY OFF ARRANGEMENT APPLICATION AND APPROVAL PROCESS

The following process is to be used in facilitating the application and approval process for an employees' choice of day off arrangement in the organisation.



APPENDIX 3 – EMPLOYEES' CHOICE OF DAY OFF ARRANGEMENT PROPOSAL STORAGE SYSTEM

The following outlines the different options to be used in the storing of the employees' choice of day off Arrangement Proposal Form, depending on the resources available in each organisation.

- a) Storage of online forms in an online repository
 1. Integrate HR webpage dedicated to the employees' choice of day off arrangement application procedures
 2. Completion of Employees' Choice of Day Off Arrangement Proposal Form by employees online
 3. Approval or rejection of Employees' Choice of Day Off Arrangement Proposal form by employers online
 4. Storage of processed Employees' Choice of Day Off Arrangement Proposal Forms in the back-end repository for future views

- b) Storage of manual forms in a document filing system
 1. Completion of Employees' Choice of Day Off Arrangement Proposal Form by employees in hardcopy
 2. Approval or rejection of Employees' Choice of Day Off Arrangement Proposal form by employers in hardcopy
 3. Storage of processed Employees' Choice of Day Off Arrangement Proposal Forms in document filing system

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