D.2.2. Working time arrangements

7.76. Working time arrangements encompass measurable characteristics of a job that refer to the organization (length and timing) and scheduling (stability or flexibility) of work and nonwork periods during a specified reference day, week, month or longer period and apply to all types of jobs (within and beyond the SNA production boundary), including in informal employment and in agricultural communities[1] more specifically:

(a) The organization reflects the length and timing of the working time in a job:

(i) The length may be shorter or longer than a norm based on national circumstances and there may be fewer or more daily or weekly hours, fewer or more days worked per week for a short reference period or fewer weeks (partyear) for a long reference period;

(ii) The timing may be inside or outside core hours or core days (i.e., the job may be performed at night or at weekends);

(b) The scheduling reflects, inter alia, the stability or flexibility of the length and timing of working time in a job from one day, week or longer period to the next, shifts that vary every day or week, and different entry and exit times.

7.77. Formalized working time arrangements encompass specific combinations of the organization and scheduling of working time that are recognized, e.g., by law or collective agreement. They may be stipulated in explicit or implicit employment contracts.

7.78. Thus, in self-employment or household service and volunteer jobs, may be practiced whereby a formalized working time arrangement is based on, e.g., work requirements, or personal or household preferences (based on, inter alia, customer contracts or fixed opening hours of shops or schools).

Box VII.15

Examples of working time arrangements

(a) Compressed working week arrangements, characterized by an organization of the working time over fewer days than are considered to constitute the normal or standard working week.

(b) Fixed working arrangements, characterized by set starting and finishing hours or core hours for individuals or groups of persons in paid employment or for persons in self-employment.

(c) Jobsharing arrangements, characterized by the filling of an existing fulltime position by two or more persons (including transitional arrangements), each working parttime, possibly with different arrangements, on an ongoing, regular basis.

(d) Parttime work arrangements, characterized by a voluntary or involuntary reduction of hours or a job that reduces contractual hours or hours usually worked, which are less than those of comparable fulltime work.

(e) Regular overtime hours arrangements, characterized by hours worked in addition to the contractual or hours usually worked and that are compensated by the employer for paid employment jobs.

(f) Staggered and block working arrangements (also known in terms of start and end of working day), characterized by established different starting and finishing hours around compulsory core hours, for individuals or groups of persons in paid employment, including splitshift work consisting of multiple work periods on the same day.

(g) Combined extended work and leave periods, characterized by a number of weeks on, at special worksites (e.g., remote areas, and on board ships and oil platforms at sea) and a number of weeks off work.


[1] For more detailed information, see International Labour Organization (2008a).