



# 4-day Workday Guide



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1.

# Types of working days in different countries

Not all countries have the same type of working day.

We know this from the following graph of hours worked per employee:

**+** *Hours worked*

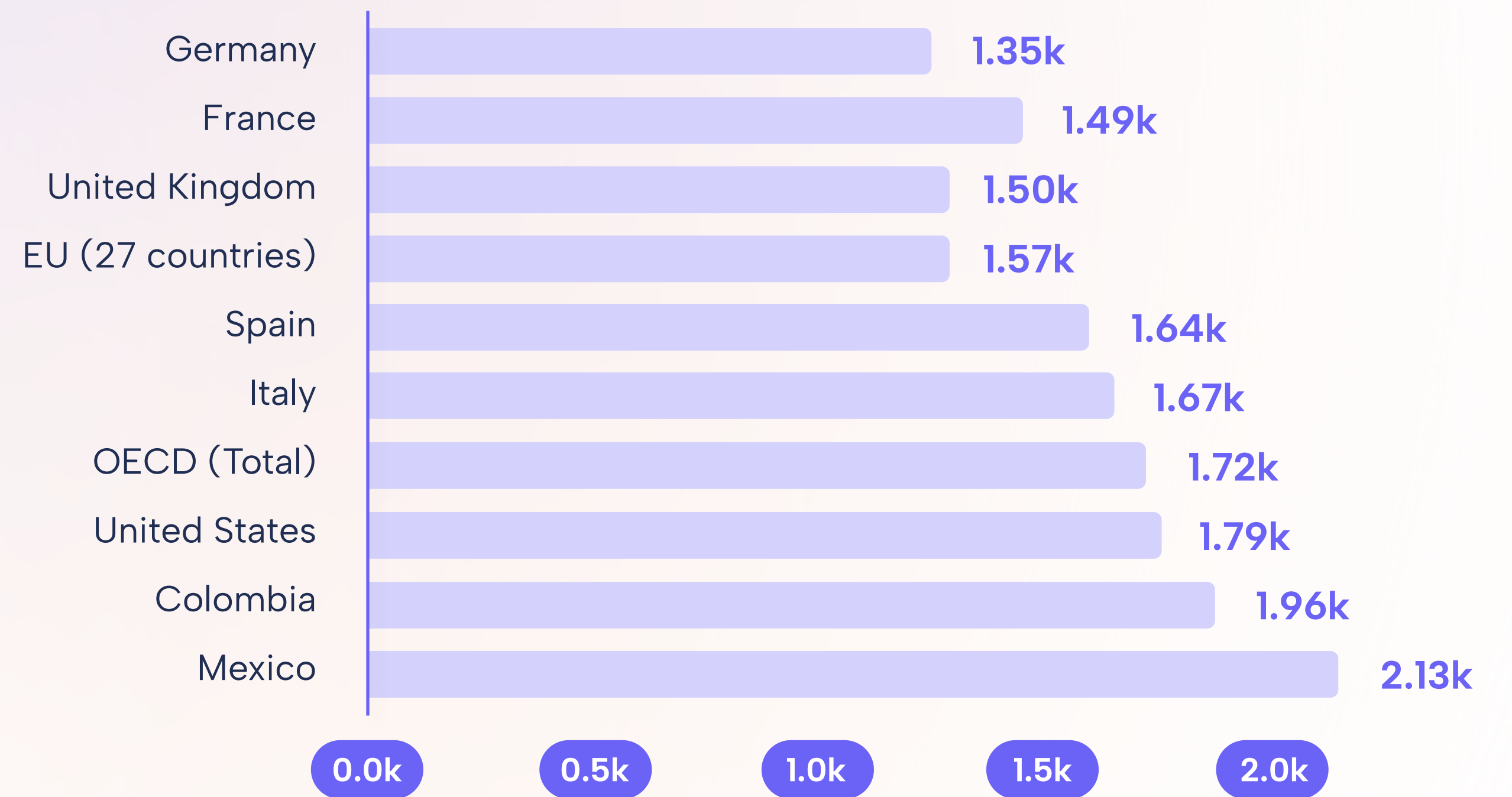
Mexico, Colombia and the US appear at the top with a higher average working day.

**-** *Hours worked*

Among the countries with the fewest hours worked, we find **Germany, France and the United Kingdom**. Whereas **Spain and Italy** are in an intermediate position.

## Hours worked

Total, Hours/worker, 2021 or latest available



Source: OECD

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## Types of working days in different countries

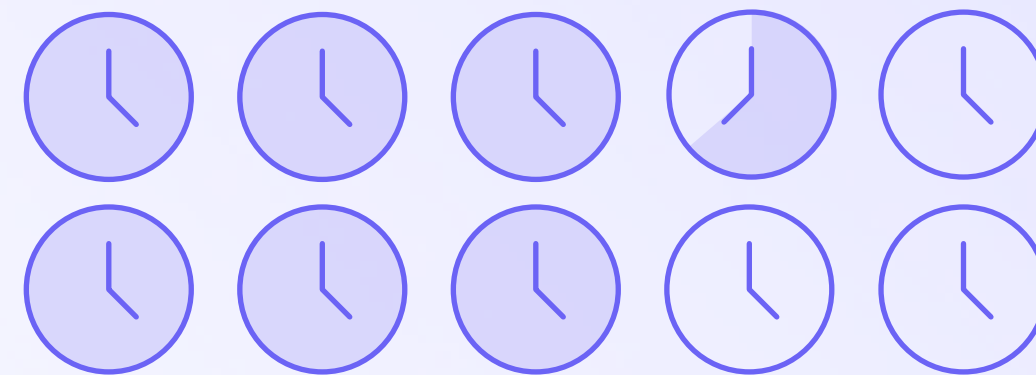
But how does this situation come about?

### *Example*

**German** workers have a standard 35-hour work week and have 4 weeks of holidays. While in the **United States** there is no such vacation entitlement.

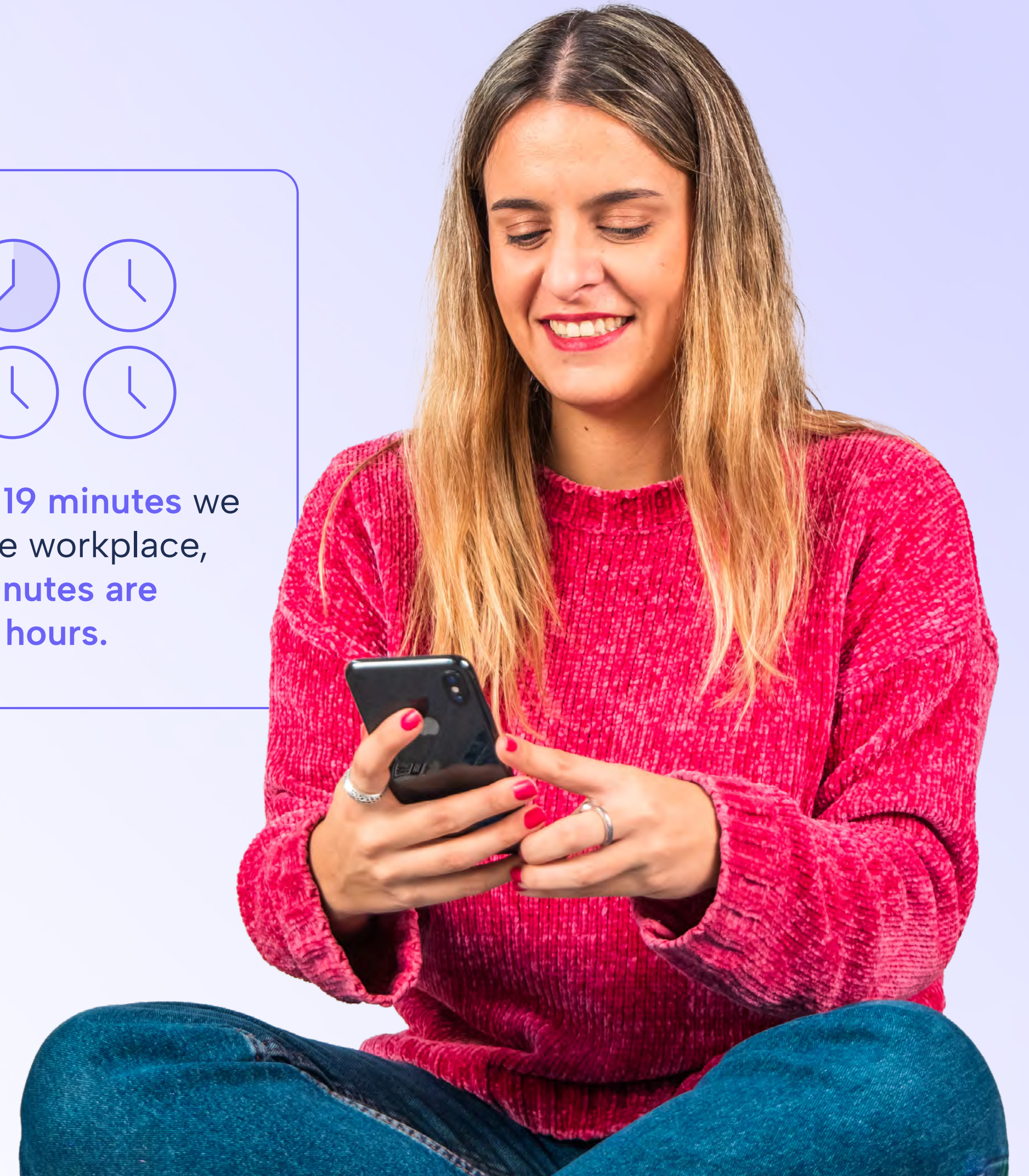
There are other countries in Europe, such as Belgium, where the working week is already 40 hours in 4 days. In other words, they do not reduce their weekly working time. Other countries such as Iceland, Scotland and Sweden have also tested this system, but they obtained mixed results.

## Productivity



Out of the **9 hours and 19 minutes** we spend on average in the workplace, **only 6 hours and 34 minutes are considered productive hours.**

Source: Effiwork



2.

# Pros and cons of the 4-day work week

If you are thinking about implementing a 4-day work week, you should weigh its pros and cons.

Here you have some information to get you started.

## Pros



1. Employees have **more free time** and they save money on commuting.
2. As a result, they are less stressed and **more productive** when they are at work..
3. In addition, companies **save money on operating costs**.
4. Companies can **attract the best talent** by offering work-life balance.

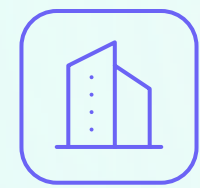
## Cons



1. Workdays can become more demanding and it can be **difficult to achieve the same level of productivity**.
2. Companies must realistically **realign their goals** to these schedules.
3. Companies should consider offering **flexible schedules** to give employees more control over their workday.
4. If a company is required to provide its services for more days per week, it may be a problem for **staff management** to cover those days.

3.

# How are working days in large companies?



**+250 companies**

have adopted a 4-day workweek **worldwide**

Some of the companies that have implemented the 4-day workweek are:

## Europe

- Microsoft (UK)
- Nokia (FIN)
- Iceland Air (ISL)

## US

- Google
- Facebook
- Amazon

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## How are working days in large companies?

However, there is some debate about what the working day should be like, and how working hours and pay should be managed.

1

On the one hand, there is the option of planning **the same working time in 4 days, instead of the usual 5**. Although this option would not necessarily benefit productivity: as we have seen before, a greater number of hours in the office does not translate into higher productivity.

2

Some companies want to reduce their employees' working week but also their salaries proportionally. This has meant that workers have been reluctant to take up this initiative.

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In addition, there is the alternative of **employees taking turns working 4-day weeks**. This way, everyone has the opportunity to enjoy their extra day off without affecting the company's performance.

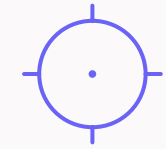
4

Some of these companies also offer telework to their employees to promote work-life balance.

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# Changes in your company's working day: where to start?

If you are thinking of implementing a 4-day work week in your company, there are some aspects to keep in mind.



You must be clear about what you want to achieve with this decision, and have data available to support it.

Either to improve productivity or to reduce costs. Once you know the reasons, you need to think about how to implement it.



Before changing the working hours of your entire company, there needs to be an agreement between leaders and workers.

This can be achieved through meetings and online questionnaires for everyone to express their opinions.



Once you have decided to change your company's workday, it is important to plan this change effectively.

Be sure to communicate it internally in advance and provide clear instructions.



Implement time tracking to keep track of clock ins/outs after.

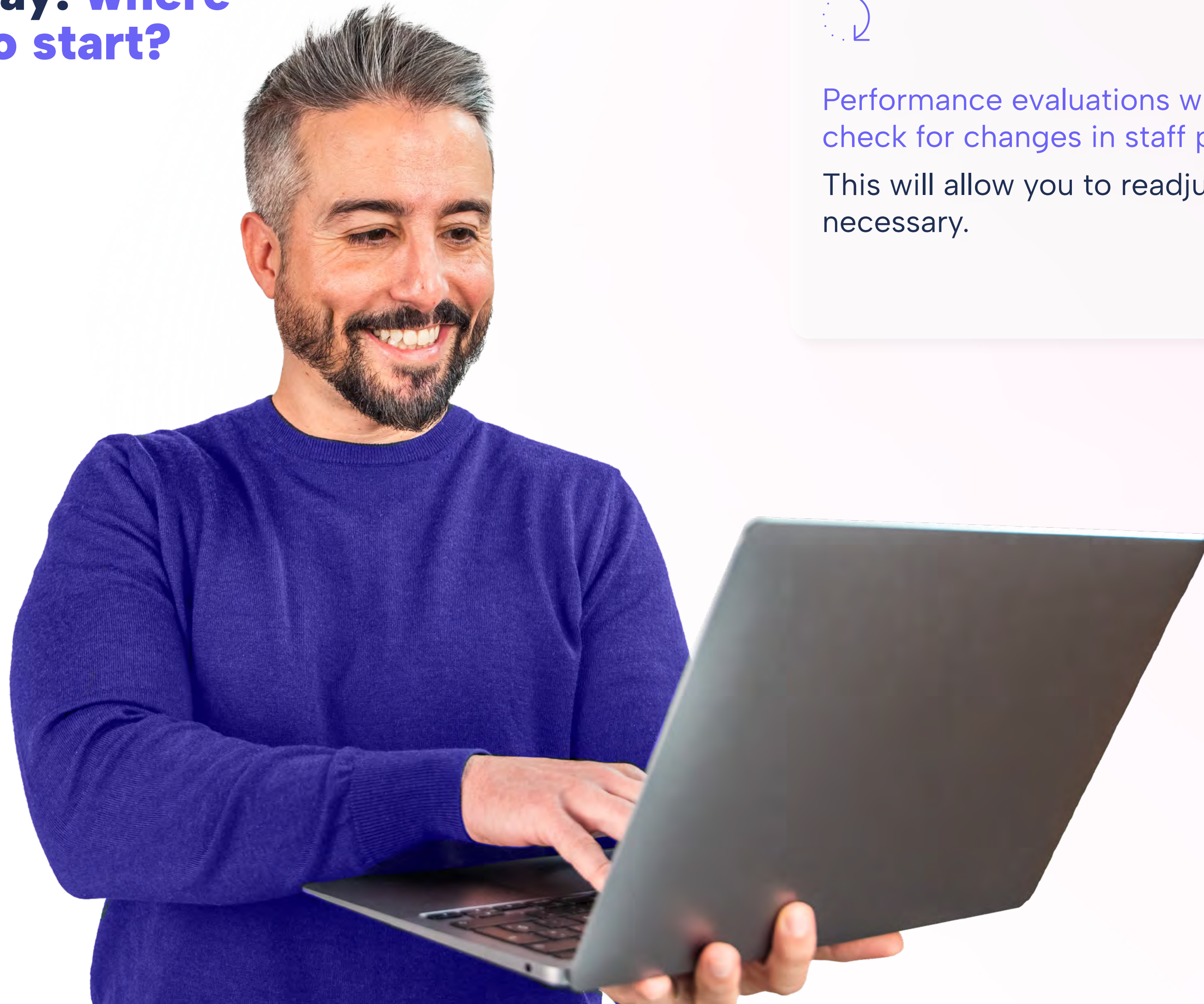
This way you will know if everything is running smoothly.





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## Changes in your company's working day: where to start?



Performance evaluations will help you check for changes in staff productivity. This will allow you to readjust your plan if necessary.



To make more informed decisions, you can check HR Reports and People Analytics. The best way to measure the 4-day week's profitability with simple and visual graphs.



Implement work climate surveys on a regular basis

Whichever option you choose, be sure to gather feedback from your employees. In the end, they are the ones who will be affected by this change.



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