Ideas Hub

# Build Your Four-Day Work Week Trial Plan

Before implementing a four-day work week, it's crucial to consider all aspects of your organization and how this change might affect your team and how you operate.

Consider these questions to build your plan:

### The Basic Plan

* When would be the best time to hold a trial?
* How long will our trial last?
* Will we have the same day off or stagger our days off? If the same day, which day?

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### Communications Plan

* How will we communicate this change to our constituents and stakeholders?
* What reactions do we anticipate from staff, constituents, the Board of Directors, or other stakeholders regarding this change?
* How will we respond to inquiries or concerns about our schedule?

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### Checking In

* How will we support staff through this transition?
* How will we gather feedback to know if the four day work week is working for us?
* What do supervisors need to support their teams?

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### Workplans and Meeting Schedules

* What deadlines will need to shift in a four day work week?
* How will we adjust workloads to make sure that top priorities are feasible during the trial?
* Will we need to audit and adjust our meeting schedule?

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### HR and Finance

* Do our payroll or accounts payable schedules need to change?
* What policies would need adjustment if this model were adopted long-term?
* Do we have hourly employees? If so, how will we need to adjust their compensation to ensure that there is no change to their take home pay as a result of the trial?

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### Criteria for Decision

#### How and when will we determine if the four-day work week is successful for our organization?

* What criteria will guide our decision to make the trial permanent?

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