



How to Make Work Life Balance Work

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Intel's Vision

If it is smart and connected, it is best with Intel.



Intel Malaysia At A Glance

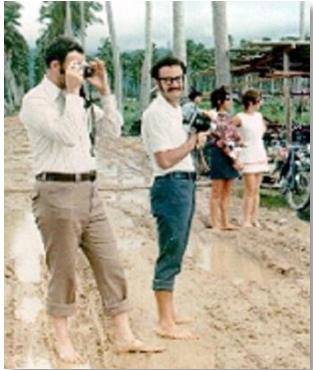


- Intel in Malaysia was established in 1972 with a workforce of 100 employees
- Today it is Intel Corporation's largest and most diverse site outside of the United States with an employee base of around 8,000 highly-skilled Malaysians
- Our site consists of Manufacturing, Design and Development, and Global Shared Services

Intel Malaysia Overview

Then...

Assembly Operations



Now...

One Site - Two Campuses



PENANG

- 1972 - Assembly Plant
- 1978 - Test Plant
- 1990 - Product Design & Development Center
- 2010 - Global Shared Services

KULIM

- 1996 - System Manufacturing
- 1999 - Board Design Center
- 1999 - Assembly/Test Plant



Intel Malaysia: A Great Place to Work

Intel is known for its technology,
but the people behind the technology are what make the company great.



Our egalitarian culture allows our employees, regardless of rank and age, to have equal



Career Growth and Development



Extended Education Programs



Employee Health and Wellness Programs



Diverse and Inclusive Workplace



Imagine What's your ideal day in working life ?



Work-Life Effectiveness



Alternate Start Time



Flexi-Time



Compensation
Time off



Broadband reimbursement
for home connection



Telecommute



Part time employment



Family access



Prolonged Leave
of Absence

Flexi Time



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Flex time

*Flextime (also spelled flexitime [British English], **flexi-time**) is a variable work schedule, in contrast to traditional work arrangements requiring employees to work a standard 9 a.m. to 5 p.m. day.*

Work practice (explained by the employer in employment policies and contracts) that allows the employees a certain degree of freedom in deciding how the work will be done and how they'll coordinate their schedules with those of other employees. The employer sets certain limits such as minimum and maximum number of hours of work every day, and the core time during which all employees must be present.

Read more: <http://www.businessdictionary.com/definition/flexible-work.html#ixzz43pDudXSf>

Why Flexi ?

Six in 10 (61%) organizations that have introduced flexible working policies saw their profits increase

Vodafone's *Flexible: friend or foe?* survey of 8,000 employers and employees found that **83%** reported an **improvement in productivity** in their business after introducing flexible working policies, and 58% believed that flexible working policies had a positive impact on their organization's reputation.

“Feb 2016”--<http://www.hrmagazine.co.uk/article-details/flexible-working-policies-add-to-the-bottom-line>”

- Employee manager relationship – feel that manager attempt to have understand employee's view
- “going extra miles”– likely work longer hour ; willing to take their own initiative
- Robust link to employee wellbeing and job quality

From time card to Flexitime ?



General consideration

- No impact to business ; your business case ?
- May not fit all employee groups
- Ensure “not entitlement” mindset
- Trust level between manager and employee



Alternate Start time

- Regularly start work at other than the customary local business start time
- Reasons: eg: pick up kids; attend class etc ; support different time zone
- Example :
 - Monday to Wednesday from 7 a.m to 4.30 p.m.; Thursday to Friday from 9 a.m. to 6.30 p.m
- Consideration :
 - Set “Core” working time
 - Lunch and break time cannot be traded off
 - Process: obtain manager approval ; transparent --communicate to peers/ stakeholders
 - Provides examples as guide

Flex time work

- Short duration –temporary work schedules
- Obj: short term personal/ family issue
- Lost time made up during the same day/ week
- Examples:
 - 2hrs off after lunch to settle some personal matters
- Considerations :
 - Process: mutual agreement with manager; transparency – inform peers



Compensatory time off

- Form of recognition
- Not for routine works on extra hours periodically
- Example :
 - Grant an extra day off for working weekend to resolve urgent issue
- Consideration :
 - Only for Exempts employees; non-exempts → Over time payment
 - Not necessary hour for hour



Before you start.....

1. What is your company's culture ? Philosophy ?
2. Assess readiness for change
 - Clock in / out → Flexi Time ?
 - Infrastructure readiness
 - Manager readiness
3. Set boundaries ;
4. Communicate clearly

Thank you

Key focus

- Manager focus on “what we need from you” ; vs “what you have done during the 8hrs face time”
- “seeing the outcome from the work” vs “seeing employee work ?”

Steps to successful implementation

1. Business case
2. Set boundaries, communicate clearly
3. Remember the “Flexible” in flexibility
4. Focus on Output and not Input
5. Get the Culture right
6. Train your managers

