

NOBLE

EVENTS

4AUGUST 2024

What is it?

4August is a mini-trial of a 4-day week with no change in salary.

Why are we doing it?

There's compelling evidence to suggest that a shorter working week can produce benefits for employees such as reductions in stress and burnout, and benefits for organisations including increased in productivity and employee morale.

When is it?

1-31 August 2024

How will it work?

There is no set model to the shorter week, so there are various different ways this could work. We have decided that, for the purposes of the trial, during the month of August we'll all work from Monday to Thursday, with Friday being a non-work day.

How many hours will we work?

The gold-standard for a four-day week is 32 hours a week, so we will aim for that.

What will we tell clients?

We'll send an explanatory bulletin to all clients in advance but it's important that everyone continues to manage expectations during the month to ensure that clients do not see a downturn in service. We will let our clients know that we are not available on Fridays during August and actively discourage them from organising meetings, calls or site visits on a Friday. In our client communication we will explain that this is a trial and that one of the measures we will use to assess success will be client satisfaction.

Will I have a reduction in pay?

No, your salary will remain the same as if you were working a 5-day week.

What about people who already don't work on a Friday?

If you normally work part-time hours you can claim the 4August time back in lieu. If you are concerned about managing your workload please talk to your line manager.

What if I've booked annual leave during August?

If you have already booked any Fridays in August as annual leave, you will get that time back. Please make the adjustments on Bright HR as necessary.

Will this mean a change to my contract of employment?

No, 4August is intended to be a one-off one-month trial of a four-day week, so there's no need for us to make changes to anyone's contracts.

Do I have to compress my standard working hours into four days?

No, this isn't the aim of the trial. Not only would this not count as a four-day working week, but it would also greatly reduce our chances of seeing the benefits.

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What will happen after August?

Once the month's trial is completed, we'll ask for your feedback on how you think it's worked. When sharing your thoughts, please consider the following: impact on your workload, impact on your work/life balance and wellbeing, client management, your team interactions, productivity, overall job satisfaction etc. If we decide as a team that this is something we want to do on a permanent basis, we will consult with you all. Any new working practices would be unlikely to be adopted until from January 2025 at the earliest.

How will we be able to manage it?

Remember all the tips/techniques shared in Productivity Week – the key is to work smarter, not harder. We will also be looking at AI tools to help streamline work and increase productivity.

What other productivity techniques are recommended?

1. Cut out unnecessary meetings, be strategic about who should attend meetings and reduce the standard length of meetings.
2. Ensure all work meetings are preceded by the creation of an agenda which is shared well in advance.
3. Reduce unnecessary emails and make sure that all communications are more action focused.
4. Introduce focused time. Only answer emails at two points in the day for 30 mins at a time. Use the rest of the day to have large chunks of focused 'work' time.
5. Consider placing your personal mobile phone in another location away from your desk, to avoid distractions and temptations during your focused time.

How will we assess the trial?

We will set some markers of productivity in advance, so that we have a baseline from which to measure the success or otherwise of the trial. These markers will be discussed in your teams before August.