**Types d’horaire au travail**



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There are several different types of work schedules. Work schedules vary based on the organization and the job. The type of schedule required for a job is often listed in the job posting or explained during a job interview. However, if you’re not clear about the hours it’s a good idea check with the employer prior to [accepting a job offer](https://www.thebalance.com/how-to-negotiate-accept-or-decline-a-job-offer-2061398).

For example, I know someone who accepted a salaried job where she expected to work 40 hours per week only to find out that the expectation was for 50.

On the flip side, I know someone who accepted a job that he expected to be 25 – 30 hours a week. The employer scheduled him for 8 – 10 hours, and even less some weeks. It makes sense to know what is expected in advance, rather than being surprised after you start a new position.

Types d’horaire

**(Horaire fixé) :** A fixed work schedule is a timetable that generally consists of the same number of hours and days worked per week. Fixed work schedules tend to stay consistent once the number of hours and days have been agreed upon by both the employer and the worker. An example of a fixed schedule would be Monday - Friday from 8:30 AM to 5:00 PM or Thursday - Sunday 3:00 PM to 11:00 PM.

**(Horaire flexible) :** [Flexible work schedules](https://www.thebalance.com/what-is-a-flexible-work-schedule-2063677) are less rigid than fixed schedules Employees and employers work together to determine the number of hours and days of the week they are able to commit to.

Depending on the employer’s policy, employees may be expected to work a minimum number of hours or be at work at a certain daily block of time, but shifts can often be “switched” with other coworkers in order to satisfy the needs of the employer and the busy life of the employee. [Flexible work schedules](https://www.thebalance.com/benefits-and-drawbacks-four-day-workweek-4158304) can vary infinitely, but an example might look like: Monday 9:00 AM - 12:30 PM, Tuesday 11:00 AM to 4:00 PM, Saturday and Sunday 2:00 PM to close.

**(Horaire à temps plein) :** [Full time work schedules](https://www.thebalance.com/how-many-hours-a-week-is-full-time-employment-2063404) often require a commitment of 37 - 40 hours per week. Because of the long hours, most careers with full time schedules are eligible for work benefits. These benefits can include leave, vacation and sickness, health insurance, and different retirement plan options. Full-time schedules can vary from company to company, but the shift the employee must work is usually the same. The most common full time work schedule is normally a variant of 9:00 AM to 5:00 PM Monday - Friday, adding up to 40 hours.

For full-time non-exempt workers, (sur-temps) [overtime pay](https://www.thebalance.com/who-is-eligible-for-overtime-pay-2058460) occurs when hours worked exceed the established 40 hour maximum. Overtime is paid at a minimum of base hourly pay plus a half of that base pay, also known as “time and a half.” While most full time work schedules are normally the same shift each day, in some cases like retail or smaller boutique stores, shifts can vary, but the number of hours will still add up to 35 - 40. Salaried, [exempt employees](https://www.thebalance.com/exempt-and-a-non-exempt-employee-2061988) also maintain a full time schedule, but tend to be compensated at a higher rate, and are not generally eligible for overtime.

**(Horaire à temps partiel) :**A [part time](https://www.thebalance.com/what-is-a-part-time-job-2062738) work schedule is any schedule less than full time employment.

The benefit of this type of schedule is that it allows for greater flexibility to maintain other responsibilities outside of work.

Part time work often does not include benefits offered to full time employees, and hours can be erratic and inconsistent from week to week. An example of a part time work schedule could be Monday - Wednesday from 7:00 AM to 11:00 AM and Saturday and Sunday 11:00 AM - 7:00 PM.

**(Horaire de rotation) :** Rotating work schedules cycle employees through day, swing, and night shifts. This cycle helps to distribute different shifts between all employees so that no one is stuck with just the less desirable hours.

This work schedule is not as common but can be seen in many careers like the military, construction work, roadwork jobs, power plants, and hospitals. These shifts can cycle weekly or quarterly, depending on the type of work required.

For many employees, the transition between the different schedules can be tricky. Sleep and eating patterns change and the employee may see their family and friends less because of their rotating schedule.

This type of timetable does have some benefits. Employees are able to spend more time with family and friends during their normal work hours, and may be able to run errands they normally would not be able to complete. Hours can cycle between day shifts (7:00 AM - 3:00 PM), swing shifts (1:00 PM - 9:00 PM), and weekend, night or overnight shifts.

<https://www.thebalance.com/types-of-work-schedules-2064278>

Considère des choix alternatifs pour travailler

Recherche multiple (Multi-tracking): working in two or more work roles at the same time (for example, working part time for two employers, or holding down a job and running your own online sales business as well). Multi-tracking allows you to pursue a variety of interests, gives you the security that comes from having more than 1 source of income and increases your flexibility. Some drawbacks are the increased pressure on leisure time and the need for strong time management skills.

Travail partagé (job sharing): sharing with 1 or more people the responsibilities of 1 job for a single employer. Job sharing has the same advantages and disadvantages as full- and part-time work, with the added challenges of ongoing communication with your job partner and the added benefit of your partner’s support.

Sous-traiter (contracting): working for a specific employer for a set length of time. This option provides variety, a feeling of independence and flexibility. Drawbacks include unpredictable income due to long gaps between contracts, lack of benefits and limited security.

Travail independent (self employment): marketing and delivering services or products in a one-person operation. Many home-based businesses are examples of self-employment. This option offers flexibility around the type of work you do, and where and when you do it. Challenges include the need to constantly find clients for your products or services, long hours, a financial investment, unreliable income, administrative chores, such as tax preparation and bookkeeping, and no benefits.

Regroupement de talent: offering services or products as part of a group of self-employed people with common interests and different talents. Talent pool members direct opportunities to each other and provide services for one another’s clients. For example, a wedding planner may be part of a talent pool with a caterer, a photographer and a floral artist. Talent pooling allows you to specialize, reduces work search time and creates opportunities. Challenges include the need for good teamwork skills and the disadvantages of self-employment.

Consultation: working to complete specific tasks within specific time frames on numerous projects for a number of clients. This option offers variety, flexibility and independence. Offsetting factors are constant pressures to find the next project, long hours, increased administrative tasks and an unpredictable income.

Entreprenariat: working as a self-employed person but also hiring others (for example, owning a franchise business). It has the same advantages and disadvantages as self-employment. Entrepreneurship involves greater financial risk, including the responsibility for other people's livelihoods, but it also offers more income potential.

<https://alis.alberta.ca/look-for-work/understand-different-types-of-work/>