

Flexible Work Policy [Template]

[Insert
company logo
here]

*[Note to employer: Before finalizing, review and delete text inside brackets. Replace grayed out **COMPANY NAME** text with your company and insert logo. A flexible work policy may also be referred to as a flexible working hours policy or a flexible work schedule policy.]*

PURPOSE

COMPANY NAME is committed to ensuring that we provide a positive working environment for all our employees and a culture that enables everyone to reach their potential. We want to help employees who may need flexibility with their work schedules to attend health-related appointments and to take care of family or personal obligations. Our flexible work policy outlines our provisions for employees who would like to change their work hours, days, or weeks, or to work remotely.

SCOPE

This document applies to all COMPANY NAME employees who have been cleared to work a flexible work schedule. It is important to keep in mind that, due to the nature of some work and roles, being physically present on a work site or in the office during “typical” working hours is crucial. Individuals who occupy such roles are unlikely to be able to benefit from home working or remote alternative working arrangements.

DEFINITIONS

Flexible work can refer to a number of different arrangements:

- **Flexible working time** when employees choose to shift their everyday schedule by starting the day later or leaving earlier. The total of working hours doesn't change. “Core hours” may be established during which an employee is obliged to be present at the workplace.
- **Reduced hours** when an employee works for less than the standard working hours either by fewer hours per day or by fewer days per week. In such cases salary is calculated anew depending on the new schedule.
- **Compressed week** when employees work longer hours on a number of days per week so they can take time off on the remaining days. Total working hours and compensation remain the same.
- **“Flexible year”** when an employee must work a specific amount of hours per year with little limitation as to when.
- **Job sharing** when two people divide their schedule to do the same job.
- **Remote work** when an employee works from home or another off site location.

ELIGIBILITY

To determine whether an employee is eligible for flexible arrangements, we consider:

- The nature of the employee's job. For example, if the job requires attendance at specific hours or every day per week or has a full time workload, then the employee is not eligible for flexible working hours.
- The needs of the employee's team or department. For example, some positions may require employees to be present.
- The impact on colleagues. For example, if the department's operations are largely dependent on teamwork, then the employee is less likely to freely modify his/her working schedules.
- The duration of the arrangement. For example, an employee may have flexible hours on a specific time but may have to follow standard schedule at some other time.
- The impact on customers. For example, we don't want any flexible work arrangement to have a big impact on customer satisfaction.

PROCEDURE

If our employee initiates the request for a flexible work schedule, then the following procedure must be followed:

- The employee files an official request with their manager and HR explaining the reasons for their request.
- Their manager approves/rejects their request after carefully considering the above criteria.
- HR approves.
- The employee and their manager meet to discuss details of the arrangement and set specific goals and responsibilities.
- HR puts the agreement in writing and all parties must sign it.
- The decision must be revisited and discontinued if it negatively affects productivity or efficiency of the individual or the department.

In cases where the employer does not approve of the employee's request, the employee must receive an official letter that includes the reasons why.

When the request is initiated by the employer, then the employee must be formally notified and sign the agreement along with the other parties.

Policy Contact: Contact [staff] with questions or concerns.

Effective Date: The policy is effective [date].

Review Date: The policy will be reviewed [annually].

Adapted from [Workable's Flexible Working Hours Policy](#).