

Flexible Working Hours Policy Template

1. Purpose:

Our company recognizes the importance of work-life balance and understands that employees may have personal commitments that require flexibility in their work schedule. This policy outlines the guidelines for flexible working hours to accommodate the needs of our employees.

2. Eligibility:

All employees are eligible to request flexible working hours, subject to the approval of their manager. Requests will be considered based on the operational needs of the department and the ability to maintain productivity.

3. Types of Flexible Working Arrangements:

- Flextime: Employees can vary their start and end times within a specified range.
- Telecommuting: Employees can work remotely for a portion of their workweek.
- Compressed Workweek: Employees can work longer hours on fewer days to have additional days off.
- Job Sharing: Two employees can share one full-time position, dividing the responsibilities between them.

4. Request Process:

Employees must submit a formal request for flexible working hours to their manager, outlining the proposed arrangement and how it will not impact their job responsibilities. Managers will review the request and make a decision within [insert timeframe].

5. Approval:

Managers will consider the operational needs of the department, the impact on team collaboration, and the employee's performance history when evaluating requests for flexible working hours. Approval will be granted based on business needs and the ability to maintain productivity.

6. Monitoring and Evaluation:

Managers will monitor the performance and productivity of employees with flexible working arrangements to ensure that work is being completed effectively. Regular check-ins and performance reviews will be conducted to assess the success of the arrangement.

7. Compliance:

Employees with approved flexible working hours must adhere to the agreed-upon schedule and fulfill their job responsibilities. Failure to do so may result in the revocation of the flexible working arrangement.

8. Resources:

For more information on flexible working hours and the request process, employees can refer to the [company handbook/HR portal] or contact the HR department.

9. Review:

This policy will be reviewed annually to ensure its effectiveness and make any necessary updates based on feedback from employees and managers.

[Source: U.S. Department of Labor – Flexible Work Arrangements: A Definition and Examples]