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[Company/Organization Name]

Effective Date: [Date]

Flexible Working Hours Policy

**1. Policy Objective:**
The objective of the flexible working hours policy is to provide employees with the opportunity to balance their work and personal obligations effectively. It recognizes that employees have diverse needs and promotes a healthy work-life balance, ultimately contributing to increased job satisfaction and productivity.

**2. Eligibility:**
All regular full-time and part-time employees are eligible to request flexible working hours. However, the approval of flexible work arrangements will be subject to business requirements and the employee's ability to fulfill their job responsibilities effectively.

**3. Types of Flexible Working Arrangements:**
The company may offer various types of flexible working arrangements, which can include but are not limited to:

a. Flextime: Employees have the flexibility to adjust their start and end times within predetermined limits. For example, core working hours may be established during which all employees must be present, while the remaining hours can be flexible.

b. Compressed Workweek: Employees work full-time hours in fewer than the traditional five days per week. For instance, working four ten-hour days instead of five eight-hour days.

c. Telecommuting/Remote Work: Employees have the option to work from an alternative location, such as their home or a co-working space, for all or part of their workweek. This arrangement may require certain conditions and compliance with company policies.

d. Job Sharing: Two employees share the responsibilities and working hours of one full-time position, dividing the workload and hours between them.

e. Part-time/Flexible Part-time: Employees work fewer hours than the standard full-time workweek, either on a regular basis or during specific periods.

**4. Requesting Flexible Working Hours:**
To request flexible working hours, employees should follow the established procedure, which may include:

a. Submitting a written request to their immediate supervisor or the HR department, outlining the desired flexible working arrangement, the reasons for the request, and how they propose to manage their workload effectively.

b. Providing any supporting documentation or information that may be required, such as a proposed schedule, a plan for managing communication and collaboration with team members, and an explanation of how the arrangement aligns with business needs.

**5. Approval Process:**
The approval of flexible working arrangements will be based on various factors, including:

a. Business requirements: The company will assess if the proposed arrangement can meet the needs of the business, maintain productivity, and ensure effective customer service.

b. Job requirements: The employee's ability to fulfill their job responsibilities and meet performance expectations within the proposed arrangement will be considered.

c. Team collaboration: The impact on teamwork, communication, and collaboration will be evaluated to ensure that the proposed arrangement does not hinder effective coordination and cooperation among team members.

d. Legal and compliance considerations: The company will ensure that any approved arrangement complies with applicable labor laws, regulations, and contractual obligations.

**6. Monitoring and Evaluation:**
Flexible working arrangements may be subject to periodic review and evaluation to ensure they continue to meet the needs of both the employee and the organization. Managers may monitor and assess the arrangement's impact on productivity, teamwork, and customer service.

**7. Termination or Modification of Arrangement:**
The company reserves the right to terminate or modify a flexible working arrangement based on business needs, changes in job responsibilities, or performance-related issues. The employee will be provided with reasonable notice and an opportunity to discuss any proposed changes.

**8. Confidentiality and Data Security:**
Employees working remotely or accessing company resources outside the office must

adhere to data security and confidentiality policies. This includes safeguarding sensitive information and using secure connections when accessing company systems.

**9. Communication and Availability:**
Employees should maintain regular communication with their team members and supervisors and be available during core business hours or as agreed upon with their manager.

**10. Grievance Process:**
Employees who feel their request for flexible working hours was unfairly denied or not properly considered may have access to a grievance process to address their concerns.

**Employee:**

I have read and understood the Flexible Working Hours Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]