

# Flexible Work Policy Proposal Template

## 1. Purpose

[Describe the objective of implementing a flexible work policy within your organization.]

## 2. Scope

[Specify who is covered by this policy, e.g., all employees, specific departments, etc.]

## 3. Definitions

- **Flexible Work Arrangements:** [Definition, e.g., remote work, flexible scheduling, compressed work weeks, etc.]
- **Eligible Employee:** [Criteria for eligibility]

## 4. Policy Statement

[Outline the organization's position on flexible work arrangements.]

## 5. Types of Flexible Work Arrangements

- [Type 1: e.g., Remote Work]
- [Type 2: e.g., Flexible Hours]
- [Type 3: e.g., Compressed Workweek]

## 6. Procedures

[Steps for requesting and approving flexible work arrangements.]

## 7. Roles and Responsibilities

- **Employee:** [Brief description]
- **Manager:** [Brief description]
- **Human Resources:** [Brief description]

## 8. Review and Evaluation

[Describe the process for monitoring and reviewing the effectiveness of the policy.]

## 9. Approval

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[Name & Title]

Date: \_\_\_\_\_

