

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

[Name & Title]

Date: _____

