

Flexible Work Arrangement Policy Template

1. Purpose

This policy outlines the guidelines and procedures for requesting and managing flexible work arrangements within [Company Name]. The aim is to promote work-life balance while maintaining productivity and meeting business objectives.

2. Scope

This policy applies to all eligible employees of [Company Name] unless stated otherwise in applicable local laws or employment contracts.

3. Definitions

- **Flexible Work Arrangement (FWA):** Any approved work schedule or location that differs from the standard company schedule or workplace.
- **Types of FWA:** May include remote work, flexible hours, compressed work weeks, part-time schedules, etc.

4. Types of Flexible Work Arrangements

- Remote/Telecommuting
- Flexible Start and End Times
- Compressed Work Week
- Job Sharing
- Part-time Schedule

5. Eligibility

All employees may apply for FWA subject to their role requirements, performance, and business needs. Approval is at the discretion of management and HR.

6. Procedure

1. Employee submits a written request outlining the desired arrangement and rationale.
2. Manager reviews the request in consultation with HR and assesses business impact.
3. Manager communicates approval or denial to the employee in writing.
4. If approved, the arrangement is documented for reference and review.

7. Review & Termination

Arrangements are subject to periodic review and may be modified or terminated based on business needs, employee performance, or other considerations.

8. Responsibilities

- **Employees:** Ensure that work commitments are met and adhere to policy guidelines.
- **Managers:** Evaluate requests fairly, monitor effectiveness, and maintain open communication.
- **HR:** Provide guidance and ensure compliance with policy and relevant laws.

9. Related Policies

Refer to [Company Name]'s policies on Remote Work, Attendance, and Code of Conduct for additional information.

10. Policy Review

This policy will be reviewed annually or as needed to ensure it remains relevant and effective.

This is a sample template. Adjust as needed to match your organization's specific requirements.