

# Flexible Work Arrangement Policy

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

Approved By: \_\_\_\_\_

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## 1. Purpose

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## 2. Scope

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## 3. Definitions

- Flexible Work Arrangement: \_\_\_\_\_
- Eligible Employee: \_\_\_\_\_

## 4. Policy

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## 5. Types of Flexible Work Arrangements

- Remote Work: \_\_\_\_\_
- Flexible Hours: \_\_\_\_\_
- Compressed Workweek: \_\_\_\_\_
- Job Sharing: \_\_\_\_\_

## 6. Procedures

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## 7. Roles and Responsibilities

- Employee: \_\_\_\_\_
- Manager/Supervisor: \_\_\_\_\_
- HR Department: \_\_\_\_\_

## 8. Review and Amendments

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Policy Owner: \_\_\_\_\_

Contact Details: \_\_\_\_\_