

Flexible Work Arrangement Policy

Effective Date: _____

Approved By: _____

1. Purpose

2. Scope

3. Definitions

- Flexible Work Arrangement: _____
- Eligible Employee: _____

4. Policy

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

Policy Owner: _____

Contact Details: _____