

Flexible Work Arrangement Policy Template

Document Version: 1.0

Effective Date: [Insert Date]

Approved By: [Insert Approving Authority]

1. Purpose

This policy establishes the framework for Flexible Work Arrangements (FWA) at [Enterprise Name] to support a productive, adaptable, and inclusive work environment.

2. Scope

This policy applies to all eligible employees of [Enterprise Name] as defined herein.

3. Definitions

- Flexible Work Arrangement (FWA):** Any agreed deviation from standard work schedules or location, enabling flexibility to employees.
- Remote Work:** Performing job duties from a location outside the enterprise's primary office.
- Flexible Hours:** Variations from the standard start and end times of the workday.
- Compressed Workweek:** Fewer, longer workdays to complete a standard workweek.

4. Types of Flexible Work Arrangements

Type	Description
Remote Work	Working from home or another location away from the primary office.
Flexible Hours	Adjusting start/finish times, while maintaining core collaboration hours.
Compressed Workweek	Completing weekly hours in fewer than five days.
Job Sharing	Two employees share the responsibilities of one full-time position.

5. Eligibility

- Employees must have completed [X] months of service.
- Employees must meet job performance standards.
- Not all positions are eligible due to operational requirements.

6. Application Procedure

- Submit a formal FWA request to your supervisor/HR with proposed arrangements.
- Supervisor reviews request for operational feasibility.
- HR communicates approval or provides alternatives.

7. Expectations

- Maintain agreed working hours and meet deliverables.
- Stay accessible and responsive during core business hours.
- Attend required meetings (onsite or virtual).
- Adhere to all company policies.

8. Review & Termination

- Arrangements are subject to ongoing review.
- [Enterprise Name] reserves the right to modify or terminate FWA with notice.

9. Contacts

For questions, contact:

HR Department: [Insert Contact Details]