

Flexible Work Arrangement Policy

Policy Number: _____

Effective Date: _____

Approved By: _____

1. Purpose

Briefly describe the objective and rationale of the flexible work arrangement policy.

2. Scope

Specify who is covered by this policy (e.g., all employees, specific departments, etc.).

3. Definitions

- **Flexible Work Arrangement:** Define what this term means within your organization.
- **Remote Work:** Define as appropriate.
- **Flex Time:** Define as appropriate.
- **Compressed Workweek:** Define as appropriate.

4. Policy

- Describe the available flexible work arrangements.
- State employee eligibility criteria.
- Outline general expectations and responsibilities.

5. Procedures

- Request process and required documentation.
- Approval process (reviewers, timeline, etc.).
- Duration and review of arrangements.

6. Roles and Responsibilities

- Employee responsibilities.
- Manager/supervisor responsibilities.
- Human Resources responsibilities.

7. Monitoring and Review

Detail how flexible work arrangements will be monitored, and the process for periodic review.

8. Related Policies/Documents

- List other relevant policies or documents.

9. Policy Revision History

Date: _____

Description of change: _____