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**Society for Human Resource Management (SHRM)**

**Flexible Work Schedule Policy**

[Company Name] is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing [Company Name] to maintain a progressive and productive work environment.

All [Company Name] employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve [Company Name] as a whole with increased productivity at no expense to quality output.

Several alternative work schedule options are available to employees:

* Flextime, in which an employee works eight hours per workday, but there is flexibility in an employee’s set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
* Compressed workweeks in which an employee works 10 hours per workday, reducing the workweek to four days a week.
* Compressed workweeks in which an employee works nine-hour workdays Monday through Thursday and four hours each Friday. (For exempt employees only, there may be the option of nine-hour days and one full day off every other week.)
* Job-sharing in which two part-time employees are assigned to the same job, equivalent to one full-time employee. This option must ensure the continuity of the work being done at the same workstation, with two individuals working as a team to accomplish one full-time position’s duties.

The department director/manager is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee’s request for an individual alternative work schedule is appropriate, the director/manager must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, [Company Name] and the employee.

Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her director/manager.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.