**Flexible Working Hours Policy**

**POLICY BRIEF AND PURPOSE**

Our company's flexible hours policy lays out our policies for employees who want to vary their work hours, days, or weeks.

**SCOPE**

This policy applies to all of our employees who need a flexible work schedule and are qualified due to their position.

**POLICY COMPONENTS**

We understand that certain employees require flexible schedules. The below could be some some reasons:

* Parenting
* Doctor visits or any other medical problems.
* Work-life balance is important.

**WHAT IT MEANS TO HAVE FLEXIBLE WORK HOURS**

Flexible hours can refer to a variety of arrangements, including:

- Employees can choose to start the day later or leave sooner, giving them more flexibility in their work schedule. The total number of working hours remains constant. It is possible to define "core hours" during which an employee is required to be present at work.

- Reduced hours are when an employee works fewer hours per day or fewer days per week than the usual working hours. In these circumstances, the salary is recalculated based on the new schedule.

- A compressed week is one in which employees work longer hours on a few days of the week in order to take time off on the other days. The total number of hours worked and the compensation remain unchanged.

- "Flexible year," in which an employee is required to work a certain number of hours each year with limited flexibility in when they do so.

- When two persons split their time to do the same task, they are said to be job sharing.

We evaluate the following factors when determining whether an employee is eligible for flexible work arrangements:

- The employee's employment responsibilities. Employees are not eligible for flexible working hours if their job requires them to be present at specified times or every day of the week, or if they have a full-time responsibility.

- The employee's team or department's requirements. Because of the volume of incoming paper documents, some departments (such as finance) may demand staff to be present.

- The effect on coworkers If the department's operations are heavily reliant on teamwork, for example, the employee is less likely to be able to change his or her work schedule on the fly.

- The duration of the time arrangement will last. For example, an employee may have flexible hours at one moment yet must adhere to a strict schedule at another.

- Customers' reactions. We don't want any flexible work arrangement, for example, to have a significant impact on client satisfaction.

**PROCEDURE**

If our employee makes the request for a flexible schedule, we must take the following steps:

1. The employee submits a formal request to their boss and HR, outlining why they are making the request.

2. After carefully evaluating the above factors, their management approves or rejects their proposal.

3. Human Resources gives their approval

4. The employee and their manager meet to go over the specifics of the arrangement and to establish precise goals and tasks.

5. HR documents the agreement and requires all parties to sign it.

6. If the decision has a detrimental impact on the individual's or department's productivity or efficiency, it must be reconsidered and abandoned.

In the event that the company does not approve the employee's request, the employee must obtain an official letter explaining why.

When the employer makes the request, the employee must be told in writing and sign the agreement together with the other parties.