**Work from Home Policy**

**Objective**

This policy provides guidelines to employees and managers in the event that some or all employees are required to work from home or a remote location that is not a designated workplace of Company Name> for any valid reason.

**Extent and Applicability**

This policy is applicable to all the employees of the [Company Name].

This policy is owned by Name of Person> and can be reached at Contact Number> and Email Address>.

**Can Employees of [CompanyX] Work from Home?**

Employees are only permitted to work from home if their job duties allow it. People who are required to have direct physical contact with customers, for example, are not eligible to telecommute under this policy. Employees who do the majority of their work on a computer, on the other hand, may work off-site on occasion.

**Elements of policy**

Employees work from home or telecommute when they complete their work at a location other than our company's headquarters. They may be able to work from home:

* Full-time
* On specific days
* Every day, they divide their time between being in the office and working from a remote location.

Work-from-home arrangements can be temporary, intermittent, or permanent.

Telecommuting may be required for a variety of reasons, including but not limited to:

* Parenting
* Weather-related Emergencies
* For medical reasons
* Work-life integration
* Exhausting commute

Other reasons for working from home are up to the discretion of employees and managers.

**How do you know if an employee can work from home?**

We advise both employees and managers to consider the following factors before requesting or approving work from home:

* Is the employee qualified due to the nature of their job?
* Are there any concerns about cybersecurity or data privacy?
* Will it be difficult to collaborate with the employee's team?
* Do employees have the necessary equipment or software at their disposal?
* What are the working conditions at an employee's home or alternative location? (noise, internet connection etc.)

**Procedure for Requesting Work from Home**

When employees plan to work from home, they must follow the following procedure:

* Employees submit a request at least [two days] in advance via email or a Human Resource Management System (HRIS).
* Their managers must approve their request after taking into account all of the factors mentioned above.
* Managers and team members should meet if the work-from-home arrangement lasts more than a week to discuss details and set specific goals, schedules, and deadlines.
* Employees who need to work from home due to unforeseen circumstances (such as illness or a temporary difficult commute) should submit their request as soon as possible so that managers can consider and approve it.

**Time Zone Distinction**

Managers and team members are sometimes in different time zones. Employees who need to work from home due to unforeseen circumstances may not be able to get their request approved on time. In this case, they may work from home and notify the human resources department. We recommend that employees check in with their managers as soon as they arrive at work.

**Benefits and compensation**

Work-from-home arrangements do not usually affect employees' employment terms. If working from home has an impact on compensation and benefits, HR must create a new contract.