
Flexible Schedule Policy

POLICY EFFECTIVE DATE:

Purpose and brief description of the policy

Example: This policy is an outline of [our company's] flexible schedule policy. We are a hybrid company with full-time remote employees, full-time office employees, and now the option for office employees to work flexible hours. This policy will include both full-time remote employees and part-time or flexible remote employees.

Who the policy covers

Example: This policy applies to all full time, U.S.-based employees who have worked at the company for at least six months.

Defining flexible schedule

Example: "Flexible schedule" is defined as any work schedule that does not fall within a traditional 9 am to 5 pm window.

"Flexible schedule" means a schedule determined by the employee and approved by their manager.

Tools and support

Example: All employees who work flexible schedules will be required to carry a company phone, supplied by the company. They will be assigned a secondary manager if their primary manager is unavailable during the employee's working hours. Employees with flexible schedules will be required to be in the office during traditional working hours at least once per quarter.

Communication

Example: Employees are responsible for updating the following when following a flexible schedule and giving at least 24 hours notice to their manager when working on a different schedule

Employee responsibilities while following a flexible schedule:

- Update shared Google Calendar with current location and working hours
- Update Slack away messages and be available to respond within 2 hours
- Check in with direct manager at least twice in a given workday

Requesting to Work on a Flexible Schedule

Example: Employees must provide managers with a monthly working hours schedule at least 4 weeks in advance.

Meetings

Example: Company-wide meetings will be held on Tuesdays and Thursdays. If a flexible schedule employee is unable to attend a meeting on a meeting day, the team should record the meeting and the flexible schedule employee will watch the recording and send pertinent questions within 24 hours. Flexible schedule employees who work remotely are expected to attend all meetings that fall within working hours.

Approval and Tracking

Example: Employees must notify their manager 24 hours in advance of changing working hours. Employees must document working hours in their shared Google Calendar.

Remote Work Agreement

Example: Eligible office-based employees are invited to choose their own schedule adding up to 40 hours per week and at least 50% of which must be during standard business hours in their time zone.

Related Policies

Example: Personal Hardware Policy

Social Media Policy

Reimbursement Policy