

Sample Flextime Policy

A Flextime Policy, or Flextime Arrangement, is a way to redesign traditional work schedules. An employee's daily hours of work may no longer fit the standard 40-hour, 9–5 routine we are used to seeing. This change in schedule can be, for example, a shift in time of the daily hours you work during a week, or changing your workweek to be shorter.

An adjustment of an employee's schedule can be used to accommodate the changing business needs or personal needs, such as family responsibilities, health care appointments, educational activities, volunteer opportunities, and/or activities related to wellness. Other examples include:

- Compressed workweek (e.g., four longer days for full-time compensation)
- Flexibility in terms of start and end worktimes or the workday
- A pre-determined number of hours worked onsite, combined with a pre-determined number of hours at a different location, such as the employee's home
- Job-sharing, where two employees share responsibility for one position (e.g., one employee works in the morning and the other works later in that same day)

An example of where a Flextime policy can be useful can be as simple as an employee taking 2 hours out of their regularly scheduled work day to attend parent-teacher conferences. The employee then makes up those 2 hours on a different day, during the same workweek. When implementing a policy like this, keeping track of work schedules and having a formal process ensures the longevity of this benefit.

Below is a sample policy procedure that can be added to your employee handbook:

1. Employee submits a request to their Supervisor/Manager (through email or designated form) detailing the specific schedule desired in a pre-determined time period that is well in advance of the date that the new schedule would begin.
2. The Supervisor/Manager reviews the request and submits to Human Resources.
3. Human Resources either approves or denies the request based on the policy created.
4. The employee is given notification of the status of their request.
5. If the request is officially approved, the flextime schedule will be alerted to anyone who may be involved with this change, such as Payroll and/or your IT department if there needs to be an adjustment to a timecard or time-tracking software.

When you're ready to implement your Flextime policy, we encourage these best practices:

- Communicate your proposed policy and any changes. Make sure the rules are clearly outlined in an email to staff and are shared at a staff meeting or made available to be reviewed in an easily accessible place.
- Add your policy to your employee handbook. Look to your HR team to assist with drafting your policy and how to add it to your employee handbook.
- After the policy has been implemented for a significant period of time, take a moment to assess employee feedback, by meeting with employees individually or sending out a survey for the company to express their take on how the policy works for their particular role and schedule.