

# FlexTime Written Policy Ideas





## FlexTime Written Policy Ideas

On the following pages, the FlexTime Works Initiative (FWI) provides basic written policy examples for the FlexTime options that you are considering for your workplace and links to some additional sources of policy development knowledge and support.

Some participants in the FWI program will be able to adapt and expand on this document's examples to develop their workplace policies, along with the supporting procedures. These examples and sources of guidance might be all you need, or your workplace might want to do additional research or employ an outside human resources specialist.

An Internet search for more ideas about developing a specific policy for your industry could return dozens if not hundreds of more ideas to review and consider. Increasing recognition of the value of FlexTime and other work-life balance initiatives has led to an increase in available support for their implementation.

# Basic Policy Examples

## Time-off for Special Circumstances

The Company's employees may request an adjustment to daily schedules to accommodate special circumstances or personal commitments. In general, employees should request time off for special circumstances or personal commitments 48 hours before the time-off is required. Requests on shorter notice will also be accommodated, provided workplace requirements can be met during the employee's requested absence from the workplace.

At the time of any request, employees must also indicate how the time-off will be made up. Employees are asked to submit their requests by email.

## Variable Schedule

Employees may be eligible to work a variable schedule when their role is not client-facing and when their requested schedule accommodates eight hours of work between 7:00 am and 7:00 pm. Variable schedules allow worktimes to change daily.

Employees are required to track their daily hours at the workplace for reporting to their supervisor.

Requests will not be withheld unless their approval interferes with the smooth functioning of the workplace. Specific schedules are not guaranteed and are reviewed regularly. This policy is reviewed annually.

## Daily Flex-Schedule

Employees who work a standard eight-hour day may request a variance to the usual daily start and end times. These daily Flex-Schedule options allow for starting the standard eight-hour shift between 6:30 am, and 9:30 am and ending between 2:30 pm and 5:30.

These requests will not be withheld unless their approval interferes with the functioning of the workplace. Specifically, the workplace requires that a minimum of two employees is on-site at all times and that a minimum of three is on-site between 9:00 am and 3:00 pm.

When the approval of all daily Flex-Schedule requests would interfere with the functioning of the workplace, the permission of various schedule options will rotate among employees.

Specific schedules are not guaranteed and are reviewed regularly. This policy is reviewed annually.

## Compressed Workweek

Employees can request a compressed workweek, working a forty-hour week over four days for four and a half days.

The approvals will not be withheld unless that would interfere with the functioning of the workplace. In cases where there are multiple employee requests for the same schedule, the preferred schedules will rotate among employees every quarter. Approvals will be reviewed quarterly.

## Seasonal or As Needed Compressed Workweek

Employees may work a condensed workweek during July and August, working forty hours Monday to Thursday. If all employees decide to adopt a compressed workweek, the office will be closed on Fridays in July and August.

During July and August, provided the workplace needs are met, employees may also request that their required hours be reduced with a proportionate decrease in salary. Part-time summer students can be hired to cover the hours. These requests must be made by April 30 of each year to facilitate hiring students.

Employees may also request to work a compressed workweek throughout the year for special circumstances.

## Time Off in Lieu or Banked Hours

The Company does not pay overtime; employees are provided with the opportunity to accumulate Time Off in Lieu or bank overtime for time-off in the future.

Overtime is approved and tracked by management. Except in exceptional circumstances, employees must take Time Off in Lieu within six months of its accrual, and that accrual can not exceed twenty hours. Employees must request to take their Time Off in Lieu.

Any additional time worked to meet the requirements of a typical workday is not considered overtime. Overtime or Time Off in Lieu may be accrued for managing special events or at the request of management

## Reduced or Minimum Hours

The Company will accommodate requests to work reduced hours by its employees provided that the requirements of the workplace can be met, including that additional staff can be hired to accommodate a reduction in the employee's hours.

Employees interested in a permanent or temporary reduction in hours are asked to make a written request to their supervisor, providing ample notice for management to adjust the staffing required to meet the request.

## Part-Time and Temporary Roles

The Company offers several part-time options at its workplace and maintains at least two part-time employees to meet the workplace's needs and provide a staffing source when full-time regular staff are unable to work. Part-time positions are also an opportunity to provide work experience to youth and employment options for people who do not want to work a traditional workweek.

## Shared Roles

The Company has several shared roles in place and will consider additional ones proposed by its employees. Employees in shared roles have a unique and collaborative relationship, being jointly and equally held accountable for achieving the role's objectives to continue the shared role arrangement.

Employees interested in creating a shared role should submit a proposal to management outlining the employees involved and the proposed schedule.

## FlexTime Pool

The Company encourages collaboration among its employees while working a shift together and in scheduling. Employees are made aware of the staffing requirements three weeks in advance and are encouraged to work together to cover the available shifts with the required number of employees. The schedule is a fillable document available at [www.xxx.com](http://www.xxx.com). Once self-scheduled, employees are responsible for reaching out to colleagues to cover their shifts if they cannot work those shifts for various reasons.

Management will confirm that the workplace's needs are met one week after the scheduling form is posted. If the business' needs are not met, management will make necessary adjustments to the schedule.

## Working from Home

The Company's employees who carry out a substantial part of their work on a computer or by telephone may, on occasion, work from home in approved circumstances. An employee requesting to work from home must communicate the objectives that can be accomplished and report on those objectives.

Employees who request to work from home on occasion are responsible for providing the equipment and technology required to fulfill their job requirements.

# Sample Template

## Flexible Working Hour Arrangements Policy

[EMPLOYER NAME] is committed to providing a workplace environment that is inclusive and respects the dignity of those in our workforce. All employees have the right to a workplace free from discrimination based upon parental status or gender.

To ensure that persons who are otherwise able to work are not unfairly excluded from doing so, [EMPLOYER NAME] is committed to making every reasonable effort to accommodate the needs of its employees.

This policy sets out a process for [EMPLOYER NAME] and its employees to follow where flexible working arrangements are sought by an employee.

### Flexible Working Hour Arrangements (“Flex-time”)

1. The Employer shall, where operational requirements and efficiency of the Employer permit, authorize a flexible working hours schedule.

### Operational Requirements

2. Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit.
3. Flex-time will only be authorized where operational requirements permit and the provision of services is not adversely affected.

### Eligibility

4. Existing employees may request flex-time to be reviewed under the following considerations:
  - the applicant must be permanent employees
  - the applicant must be suitably qualified and capable of carrying out the duties and responsibilities of the position as if under regular working hour arrangements
  - varying standard hours from day to day will not negatively effect the Employer revenue, organization morale, or provision of services
  - there shall be no added cost to the Employer directly resulting from any flex-time arrangement
5. A position vacated by an employee participating in flex-time may be posted as a position with flexible working hours and in accordance with organizational hiring procedures.

### Flex-time Requests

6. An employee requesting approval to implement a job sharing arrangement will submit the appropriate application form to the immediate supervisor of their position.

### **Flex-Time Trial**

7. Where an employee has indicated a desire to participate in flex-time, the Employer may authorize experiments with a modified work week schedule, providing operational requirements permit and the provision of service is not adversely affected.
8. An flex-time trial may last up to [THREE MONTHS].
9. Five business days before the end of a flex-time trial, the Employer must provide the employee with a definitive response to a flexible working hours request.

### **Response to Flex-time Requests**

10. Employer must provide written response to the employee request for flex-time within 15 business days of receiving a flex-time request. The written response may be either direction to commence a flex-time trial or a definitive answer.
11. Flex-time arrangements are individualized to reflect the employee's particular needs and circumstances, short of causing disruptions to [EMPLOYER NAME]. The employee's working hour preferences will be considered but are not determinative.
12. Where a flex-time request is approved, the agreement must be done in writing and must clearly show the hours of work agreed upon.
  - a. The employee may request a written copy of their flex-time confirmation and new work schedule, in an accessible format.
13. Where a flex-time request is denied on the basis that the applicant is not eligible, [the supervisor/the Human Resources Department/[EMPLOYER NAME]] will advise the employee [in writing] [including the reasons for the decision].
14. When flex-time is refused, but the employee believes that the role their position fulfills at [EMPLOYER NAME] would not be adversely affected by flex-time arrangements, the employee may submit a written request for a review of the decision.

### **Flex-Time Requirements**

15. If the Employers and employees can agree to standard hours that vary from day to day, however, agreements cannot establish standard hours of work that exceed:
  - a. 10 hours per day
  - b. 40 hours per week
16. If the employee works more than the hours set out in 15(a) and 15(b), this is overtime and must be paid at 1 ½ times the employee's regular wage rate.
17. Flex-time employees will be required to fulfill the regular time work schedule requirements averaged over a maximum of two (2) complete bi-weekly pay periods, except where a request for a greater averaging period has the prior approval of the Employer.
18. Employees must get approval for their modified schedule two weeks before the scheduled time, in consultation with management and where operational requirements make it feasible.
19. Where an employee's modified day falls on a holiday, the Employer shall permit the employee to take his/her modified day on another day.
20. An employee's anniversary and/or service date for the purposes of earning a merit increment, increment in vacation entitlement, etc. will remain unchanged as if the employee were working on a regular hours basis.
21. Flexible work arrangements will be reviewed by the direct supervisor of the position at least annually thereafter to ensure continued success.

### Flex-Time Termination

22. In the event that a flexible working hours system:
- does not result in the provision of a satisfactory service to the public;
  - incurs an increase in the cost to the employing department; or
  - is operationally impractical for other reasons

The employing department may require a return to regular times of work, in which case, employees shall be provided with sixty (60) calendar days' notice of such requirement.

23. If either participant or the Employer wishes to terminate the flex-time arrangement, a minimum of thirty (30) calendar days' written notice shall be required.

### Privacy

24. Confidentiality will be maintained, consistent with the needs of the accommodation process. Personal information will only be disclosed to those with a demonstrated need to know for the purposes of determining or providing accommodation, as required to take corrective action for violation of this policy, or as required by law.

### No Reprisals

25. No reprisal or penalty will be taken against a person for requesting flex-time in good faith. [Any [employee/worker] who pursues a request for flex-time in bad faith, maliciously or without a reasonable and probable basis, or who engages in a reprisal against an employee for requesting accommodation will be subject to discipline[, in accordance with [EMPLOYER NAME]'s Disciplinary Policy].

### Administration

26. This Policy will be reviewed and updated whenever there is a change that affects its effectiveness. [EMPLOYER NAME] expressly reserves the right to change, modify or delete the provisions of this Policy without notice.
27. [DEPARTMENT NAME] is responsible for the administration of this policy. If employees have questions regarding this policy, they may contact [DEPARTMENT NAME].

[Dated: [DATE]]

\_\_\_\_\_  
[Position Title]

### Acknowledgment of Receipt and Review

I, \_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_ (date), I received a copy of [EMPLOYER NAME]'s Flexible Working Arrangements Policy, and that I read it, understood it and agree to comply with it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date]



## Additional Employer Guides

### Family Forward North Carolina

<https://familyforwardnc.com/>

### Employers for Childcare - UK

<https://www.employersforchildcare.org/report/how-to-be-a-family-friendly-employer-guide/>

### My Family Friendly – UK

<https://www.myfamilycare.co.uk/resources/white-papers/family-friendly-employer-guide>

## Guidance for FlexTime Options

### Flexible Schedule Compressed Week Policy

[https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\\_005020.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_005020.aspx)

### Time off in lieu explained

<https://factorialhr.com/blog/time-in-lieu-explained/>

### Workforce

[www.workforce.com](http://www.workforce.com)

### HRdownloads

[www.hrdownloads.com](http://www.hrdownloads.com)

## Additional Information

### Canada's Top Family-Friendly Employers

<https://www.canadastop100.com/family/>

### Is Flex Time a Good Fit for your Business?

<https://www.nfib.com/content/resources/national/bizhelp-flex-time-pros-and-cons-68597/>

### Government of Canada -Report on Consultations Related to FlexTime

<https://www.canada.ca/en/employment-social-development/services/consultations/what-was-heard.html>

### Government of Manitoba

[https://www.gov.mb.ca/labour/standards/doc,individual\\_flex\\_time\\_agreements,factsheet.html](https://www.gov.mb.ca/labour/standards/doc,individual_flex_time_agreements,factsheet.html)

### 7 Types of Flextime to Consider for your Office

<https://www.zenefits.com/workest/7-types-flexible-work-arrangements/>

**Canadian Centre for Occupational Health and Safety**

<https://www.ccohs.ca/oshanswers/psychosocial/flexible.html>

**Canadian Bar Association**

[http://www.cba.org/cba/practicelink/balance\\_main/default.aspx](http://www.cba.org/cba/practicelink/balance_main/default.aspx)

**Talent Corp – an example from Malaysia**

<https://www.talentcorp.com/>

**Vantage A Guide to Working from Home**

<https://blog.vantagecircle.com/work-from-home/>

**Sodexo**

<https://www.fi.sodexo.com/careers/careers-blog/need-workplace-flexibility-sodex.html>