# Workplace Flexibility Policy Template

In an attempt to improve work/life balance for our professional/exempt staff, our company is implementing a new *workplace flexibility* policy.

This policy does not take the place of our existing sick time policy, FMLA policy, ADA policy, Maternity/Paternity leave, Jury Duty or any other current leave policy. Sick time is tracked separately from vacation time under this policy.

This policy is meant to apply to time-off used for vacation and non-business travel purposes, and applicable for eligible employees only, replacing the PTO policy previously in use for these employees. All other employees, including all non-exempt staff are subject to our company’s current PTO policy.

## Who is Eligible for Workplace Flexibility

Only employees in exempt (not eligible for overtime) positions who meet the following criteria are eligible for this program:

* Current Active Full-time Exempt Employment Status (i.e. not on any kind of leave)
* Able to stay connected from home or remote location using company-approved technology such as cell phone, email, text and/or internet.
* *(Optional)* Minimum of 90 days of employment with our Company
* *(Optional)* Performance review rating of 3 or above (3-5 scale)

## How it Works

1. **Request Time Off:** Employees wishing to work remote while on vacation / traveling under this policy must formally request vacation dates in writing via *email* or by using our company time-off request form/process (if there is one) at least 10-business days in advance of planned time off.
2. **Obtain Approval**: Supervisors and managers have the authority to approve, or not approve requests depending on business needs and workload during the requested dates.
3. **Avoid Key Dates:** Some business-intense timeframes should be avoided for vacation and offsite travel under this policy, including tax time, fiscal planning/budgeting and or other busy times of the year unique to your particular job or department needs.
4. **Stay in touch:** While off site under this policy, employees must remain accessible by normal company means, such as cell phone, email, internet. While a daily check-in is not required, it is expected that employees using this policy will stay in touch with business happenings, including issues and deadlines to ensure work does not suffer while the employee is out of the office.
5. **Maintain Performance:** Employees offsite, on vacation or traveling under this policy are expected to maintain strategic objectives and department goals as defined by the business, management or your supervisor. Failure to maintain business performance / work results will be managed as a disciplinary issue.

## Guidelines

1. **No Limits!** There are no limits on how much time an employee can take under this policy each year, but employee performance will be managed throughout the year to ensure that agreed-upon deliverables and work efforts are maintained in accordance with the employee’s job description and annual planning activities.
2. **No Accruals:** Unlike traditional sick time, and traditional PTO policies, time *does not accrue* under this policy. In other words there is no PTO/vacation time bank under this policy. Therefore, there is no rollover of this policy from year to year.
3. **No Payout.** Because time does not accrue under this policy, no payout of unused time is available upon termination. There is no ‘cash out’ option.

### Instructions:

#### HR/Manager: Please indicate employees name and eligibility date.

#### Employee: Please sign to confirm you have read and understood this policy.

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| --- | --- |
| Employee Name: | (type or write full employee name here) |
| Eligibility Date: | (Supervisor or HR to input the first date that the employee is eligible for this program using mm/dd/yy format.) |
|  |  |
| Today’s Date | Employee Signature: |