Flexible Work Policy

Policy brief / purpose

As an organisation, *(insert your company name)* is committed to supporting all employees to achieve a healthy balance between their work and personal needs. We recognise the diversity of needs across our workforce and acknowledge that many of our workers will from time to time require a change to their working arrangements, for a variety of reasons. This may include attending to caring responsibilities, pursuing sporting achievements, undertaking charity work and/or investing in other pursuits. Whatever the reason, as a responsible employer, our aim is to ensure that both the needs of our people and our business are met through the provisions of this policy document.

This policy outlines *(insert your company name)* approach to flexible working and provides guidelines for employees and managers regarding the provision of flexible working arrangements.

Scope

This policy applies to all employees who have a need to vary their working conditions for whatever reason and makes provision for all employees of *(insert your company name)*, irrespective of their role or length of service, to make a request for flexible working to change their:

» hours of work (over a day, a week or year)

» days of work

» place of work

Some examples of flexible work

Flexible working can include a variety of changes to the hours, days and/or place(s) of work and can include, but is not limited to, the examples below:

Flexible working can refer to a number of different arrangements
(include examples that are likely to work in your organisation).

» **Flexible start and finishing times**, when an employee can choose to shift their everyday schedule by starting the day later or leaving earlier. The total of working hours doesn't change. 'Core hours' or days may be established during which an employee is obliged to be present at the workplace.

» **Reduced hours**, when an employee works for less than their standard working hours either by fewer hours per day or fewer days per week. In such cases salary is recalculated depending on the new schedule.

» **Compressed week**, when employees work longer hours on a number of days per week so they can take time off on the remaining days. Total working hours and compensation remain the same.

» **Remote working**, when an employee works some of their time from home or from another location.

» **Job sharing**, when two or more people divide their schedule to share the same job.

Eligibility

As an employer, we have a duty to consider each application for flexible work. However, the request may be declined if there are sound business reasons for doing so. These reasons need to be stated if the application is declined. Reasons for a request being declined may include the following:

» Cannot reorganise work among existing staff

» Cannot recruit additional staff

» Negative impact on quality

» Negative impact on performance

» Not enough work during the periods the employee proposes to work

» Planned structural changes

» Burden of additional costs

» Negative effect on ability to meet customer demands

» The request may also be declined if it is in conflict with a collective employment agreement.

Process

» Employees must submit their request for flexible work to their manager in writing.

» Managers must respond in writing within 1 month of receiving the request.

» If the manager refuses the request, the reasons must be stated in writing.

» Managers may agree to the arrangement on a 'trial' basis with a date for review agreed between the manager and the employee.

For more information about flexible work click on the following link - https://www.employment.govt.nz/workplace-policies/productive-workplaces/flexible-work/