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Sample of a Flex time policy

When creating a policy, you must first introduce it to your employees, most likely through an email. This message is best coming from the owner of a company or the person in charge of the Human Resources department. After you introduce the policy, have the managers in the organization email their teams with clear expectations, regular communications, and meeting schedules.

Here is an example of an introductory email to send:

To all employees,

It is with great excitement that I am writing to you to introduce a flexible work policy for our company. I am hoping that by introducing this program you will be able to structure your day in a way that allows you to work at your most productive times and, most importantly, spend more time with your families. Your direct manager will be following up with more details about the expectations of this policy. Should you have questions please do not hesitate to reach out to me or Wendy, Human Resources Manager.

Thank you,

Marley

Here is an example of a follow-up email from a manager:

Good morning team,

As per Marley's email about our new flexible work policy I'm following up to lay out some guidelines for us to adhere to. If you have any questions or concerns please let me know. For now, here is what we are looking for:

- *Please ensure you structure your schedule, you are still required to work 40 hours per week*
- *Our Tuesday and Thursday morning, meetings will be mandatory for all to attend, this will allow you and your colleagues to communicate in live time about any concerns, questions, or project updates*
- *Please aim to have a response time of no greater than three hours in 'regular' business hours during the week*



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- *Once you have determined your preferred working schedule please be sure to communicate it with me and include the house in your email signature*

Regards,

Sarah

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