**Work From Home Policy**

Work from home policy ensures that working from home is beneficial to the employee and the company. This policy allows employees to maintain a healthy work-life balance and improve employee productivity.

The work from home policy applies to all our employees who prefer working from home in times of need. However, an employee’s working from home request will be considered on a case-by-case basis. Approval of work from home request is based on job duties, [prior performance](https://www.keka.com/5-quick-tips-managers-performance-reviews), and productivity.

# Responsibilities

The supervisor is responsible for ensuring that the terms and conditions under the work from home policy have been satisfied prior to approving the request. It is the responsibility of the employee to adhere to all the company’s policies and procedures even when working from an alternative location. Additionally, employees must maintain accurate and up to date records of hours worked at home within a normal span of hours. The employee is expected to be contactable and available for communication with the HR/reporting manager and team members during the periods in which home-based work is carried out.

## **Scope**

Work from home arrangements can be occasional, temporary or permanent, the decision of which is taken at the time of the interview. If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees can work from home,

* Full-time
* On certain days of the weeks/months, dividing their schedule between being present at the office and working from a remote location
* Every day, dividing their schedule between being present at the office and working from a remote location

Employees can request for work from home for reasons that include but not limited to:

* Parenting
* Bad weather
* Emergencies
* Medical reasons
* Work-life balance
* Long commute

## **When Are Employees Allowed to Work from Home:**

Depending on the job duties assigned, employees are allowed to work from home. Employees who need to be in direct physical contact with clients and customers are not eligible to telecommute under this policy. Similarly, maintenance and support staff are exempt from this policy. But employees working from their work stations with the help of computers can occasionally avail the benefit of this policy. However, the employee must get his/her work from home request approved by his/her reporting manager.

Before approving a request, managers must consider the fact that all employees are different. Some employees may not be productive in work from home setup. Therefore, managers must ensure that the productivity of the employee does not waiver in work from home arrangement. If need be, they can set clear targets to be achieved by the employee for the duration of work from home.

# Hours of Work

Hours / Days of work are to be agreed in advance or shall be sent to you separately.

# Communication

The employee agrees to be contactable and available for communication with [Authorised Person’s Contact details] during the periods in which working from home is carried out.

## **Compensation and Benefits**

In most cases, work from home arrangements doesn’t affect employees’ employment terms. HR will create a new contract if working from home has any effect on compensation and benefits.

# Work from Home Arrangements

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Company Name] understands the need to allow employees Work from Home for singular events or circumstances such as inclement weather, business-related travel or to care for a dependent(s).

These arrangements will be reviewed on a case-by-case basis and with no expectation that they may be ongoing. Other short-term arrangements will be considered for employees on an as-needed basis.

* Employee Name:
* Agreed WFH Hours / Days:
* Commencement Date:
* End Date: Employee Signature:
* Supervisor Name:
* Supervisor Signature:
* Date: