

Policy - Working from home



DATE	
PURPOSE	[CLIENT COMPANY NAME] is committed to the principle of providing its employees with flexibility in the workplace. To this end, <i>working from home</i> is allowable in some circumstances and with the approval from your manager.
Procedure for seeking approval to work from home	<ol style="list-style-type: none"> 1. A request to work from home must be made to the relevant manager in advance of the day in question 2. The employee should provide the manager with the reason for requesting approval to work from home 3. Details of the work to be completed 4. Details of the technology (email, phone, network) available from the non- work location 5. Approval to work from home is at the discretion of the relevant manager and each request will be considered on its merits 6. If the request is approved, the employee must advise all [CLIENT COMPANY NAME] staff of their absence and the contact information during business hours
Circumstances where working from home may be approved	<ol style="list-style-type: none"> 1. When the request adheres to [CLIENT COMPANY NAME]'s working from home procedure 2. When appropriate email and phone access is available during work hours 3. Where the employee would be able to devote 7 hours during that day to work 4. Where it would be unreasonable for the employee to return to the workplace having attended to their personal business e.g. lengthy commute, appointment in the middle of the day 5. Where an employee's workflow (as negotiated with the relevant manager) allows them to be physically absent from the workplace, but remaining effective 6. An OH&S risk report must be conducted to ensure you're working from home environment meets legislation.
Circumstances where working from home may NOT be approved	<ol style="list-style-type: none"> 1. When the request does not adhere to [CLIENT COMPANY NAME]'s working from home procedure 2. Where the request to work from home is not made prior to the day in question 3. When appropriate email and phone access is not available during business hours 4. Where the employee is unlikely to be able to devote 7 hours during that day to work and is able to utilise other forms of leave i.e. personal leave to care for a sick family member 5. Where it would be reasonable that an employee could return to the workplace having attended to their personal business 6. Where an employee's workflow (as negotiated with the manager) does not allow them to be physically absent from the workplace 7. Your OH&S risk does not meet legislation.

Reporting Requirements	<p>Following an employee's return to the workplace, they are required to provide a report to the relevant manager on the work completed during their absence.</p> <p>These reporting requirements will assist with the management of workflow and to assess the merit of any future requests to work from home.</p>
Consequences	<p>The ability to work from home is a privilege and as such, any misuse of this arrangement can result in your manager revoking all access to it.</p>
Discipline under this policy	<p>The management team at [CLIENT COMPANY NAME] has primary responsibility for interpreting the working from home policy. This includes counselling employees whose commitment is inappropriate.</p> <p>The employee's supervisor or manager will counsel any employee whose use is not in line with this policy. Repeated violations or first violations of a serious nature could result in disciplinary action up to and including termination.</p>

Source: www.happyhr.com

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