**Flexible Work Hours Agreement**

This flexible work hours agreement is established between [Organization name] and [Employee name].

This agreement is effective as of [date] and will remain in effect indefinitely unless modified or terminated by [Organization name] or the employee. If either the organization or the employee intends to terminate this agreement, a minimum of four-weeks written notice will be provided. In the event of a workplace emergency, this agreement may be suspended immediately and indefinitely. This agreement may be reviewed at any time if requested by either party.

The agreed upon flexible work arrangements are described as follows:  
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This agreement is subject to the employee satisfying the following conditions on a continuing basis:

* The employee shall perform all job duties at a satisfactory performance level.
* The employee's work schedule does not interfere with normal interactions with his/her supervisor, co-workers, or customers.
* The employee's work schedule does not adversely affect the ability of other organization employees to perform their jobs.
* The employee will remain accessible to co-workers scheduled to work during the company's traditional business hours.
* The employee's paid leave will be earned and used in the same manner as prior to this flexible work arrangement agreement and be subject to all other applicable organization leave policies.

All the employee's obligations and responsibilities, and terms and conditions of employment with the company remain unchanged, except those specifically changed by this agreement. Any noncompliance with this agreement by the employee may result in modification or termination of the flexible work arrangement established by this agreement.

I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by its terms and conditions.

Employee signature :                                                                 Date:

Supervisor signature:                                                                 Date: