***Alternative Work Schedules/Reduced Hours***

The Agency may establish alternate work schedules for individual employees, on an as-needed basis. Examples of AWS include, but are not limited to, regularly working from home up to two (2) days a week, working remotely for an extended period, etc. These work schedules are agreed upon in writing, generally established at the time of employment and may be modified at any time by your immediate growth coach with involvement of the talent management. These schedules must be reviewed with talent management and the growth coach on a pre-determined basis (minimum yearly). Requests for changes in approved schedules must be made ahead of time in writing and approved in advance by your growth coach, talent management and general manager.

***Flexible Schedules (Flexing, FlexTime)***

As noted above, you are expected to work a full day in the office and record 7.5 hours. We recognize, however, that on occasion, you will need to flex your schedule for short periods of time. With approval of your growth coach, and so long as your performance does not suffer and client, staff, and business needs are met, employees are permitted to occasionally vary from a standard 7.5 hours per day, five (5) days a week schedule, with reasonable discretion. Any such adjustments should result in a 37.5 hour workweek (e.g., you might work four (4) hours on a Monday to accommodate a personal engagement and then work 8.5 hours each of Tuesday through Friday to make up the time). Growth coaches may deny a request to "flex" based on Agency or client needs.

If you need more than two (2) hours in a day “off” for any reason (appointments, illness, etc.) and do not make up that time in the same workweek, you are required to use half a PTO day or sick day, as applicable.

Positions that require on-site support due to the nature of their role and responsibilities must ensure adequate coverage in their absence.

***Summer Hours***

Summer hours are an agency benefit that is reviewed on an annual basis. In general, the agency will close at 2:00 p.m. on Fridays between Memorial Day and Labor Day. This time will be made up as part of the workweek in which the Friday is observed; it does not reflect a reduction in hours worked. These hours are a benefit, cannot be used as vacation as employees are required to check e-mail and voicemail for client or Agency matters. Additionally, should business needs dictate, you may not be able to take the Summer Friday. Since these are not vacation days, there are no make-up days and should you want to take the earlier part of the day off, you are required to take a full day PTO. When granted, details will be provided to the team in advance of them starting.

***Work-From-Anywhere Benefit (WFA)***

All employees at the level of Junior Associate and above have the opportunity to work anywhere outside of the regular workplace when needed, provided that certain criteria are met. This policy is not intended to create an alternative work schedule (see above). Instead, the goal of the WFA benefit is to provide flexibility for our teams to get their work done from a remote location, when needed.

Examples of WFA include, but are not limited to, working from another company office, working from home, working from a local coffee shop or hotel lobby. In order to ensure the success of the WFA benefit, employees must abide by the below:

Criteria and Guidelines:

* You must coordinate schedules with, and receive approval in advance from, your primary growth coach. The growth coaches may deny a request based on individual job performance, and/or client/staff or other business needs.
* Client meetings/calls or new business needs must be attended.
* Employees must make themselves available for internal conference calls, brainstorms and meetings, as needed.
* All administrative deadlines must be met (billing, invoicing and timesheets, expense reports, etc.)
* Eligible employees who choose to work off-site are responsible for costs associates with not being in the office such as, but not limited to, Wi-Fi, space rental, long-distance calls and exceeding your mobile phone minutes.
* The Agency will not provide any reimbursements or stipends for WFA flexibility.
* You are expected to have adequate childcare; the Agency will not reimburse for childcare costs
* The Agency will not reimburse employees for supplies, including, but not limited to, home-office furniture/equipment, etc.
* Office supplies are not to be taken from the company offices for home-use purposes.
* Eligible employees must make sure the Agency is aware of where they are working (when not in the office) by updating the Whereabouts grid the night before the WFA is taken
* Employees working off-site must continue to stay connected through email, IM and voicemail.

Note: Call-forwarding is available. Contact I.T. for assistance with this feature. All client and staff calls must be promptly returned.