**[Agency]**

**Work From Home Policy**

[AGENCY] has every intention of being one of the best places to work. In this spirit, we recognize work life balance is important for the personal well-being and productivity of our employees. Accordingly, we are instituting a formal Work From Home (WFH) policy.

**Guidelines**

* WFH is a privilege and not an entitlement. Client service is our first priority.
* Employees may request to work from home one day a week. Exceptions may be made on a case-by-case basis.
* Regular full time employees, including account staff at the AE level or above, are eligible to apply.
* Applicants must have at least one year of service and satisfactory performance reviews to be considered.
* An employee must be able to perform her/his role just as effectively off-site as in the office as determined by the supervisor and practice lead, must be available for all work related activity (e.g., phone calls, conference calls, document production, research, etc.) and be easily reachable all day.
* WFH days must be the same regularly scheduled day each week, during the standard hours of 9:00 am to 5:30 pm, to make it easier for teams to coordinate work.
* Flexibility works both ways. If required, an employee may be asked to come into the office or attend a business meeting on regularly scheduled WFH days. At the manager’s discretion an alternate day for WFH may be taken that week, but is not guaranteed.
* WFH is not a substitute for dependent care. Employees are expected to have regular dependent care provided on WFH days.
* Employees must have a suitable home workplace, internet access, network access, IM and phone at their own expense. Computer equipment needs will be assessed individually. If necessary, [AGENCY] may lend employees laptops with software.
* Employees must forward their office phone line to either a cell phone or home phone.
* WFH agreements should be reviewed on a quarterly basis.
* WFH agreements are at the discretion of the supervisor and [AGENCY] reserves the right to cancel a WFH agreement at any time for any reason, including but not limited to performance issues and compelling shifts in business needs.

**Selection Process**

* Eligible employees should speak with their supervisors first.
* Supervisors should obtain approval from the senior practice leader (SVP or above) prior to agreeing to a WFH request.
* If approved, the employee must complete a WFH application.

**Useful Tips**

* Establish a regular schedule but remain flexible in order to come into the office, travel or attend meetings.
* Communicate up front with the people you work with - - supervisor, co-workers, staff who report to you. Discuss concerns and questions they may have and agree on the best way to communicate with each other on WFH days.
* Make WFH as transparent and seamless as possible. Keep regular contacts and meetings as routine as possible, rather than delaying these activities for in-office days.
* Take home all materials you may need to get work done and schedule work so that atypical assistance is not needed from others.

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