

Negotiating Flextime

This playbook guides an employee through the steps to negotiate flexible working hours with their employer. It outlines how to approach the negotiation by focusing on mutual benefits and effective tactics.

Step 1: **Self-Assessment**

Evaluate your current job responsibilities and performance. Identify why flextime is important to you and how it could potentially improve your job efficiency and satisfaction.

Step 2: **Research**

Investigate company policies on flexible working arrangements. Gather evidence on the benefits of flextime, both general and specific to your role.

Step 3: **Proposal Draft**

Draft a flextime proposal that includes your preferred schedule, how it aligns with business requirements, and the benefits it provides to the team and organization.

Step 4: **Practice Pitch**

Prepare and practice your negotiation pitch, anticipating potential concerns from your employer and preparing thoughtful responses.

Step 5: **Schedule Meeting**

Request a formal meeting with your supervisor or HR representative to discuss your flextime proposal.

Step 6: **Negotiate**

Present your proposal during the meeting. Be prepared for negotiation, showing flexibility and openness to finding a mutually beneficial arrangement.

Step 7: **Follow Up**

After the meeting, send a follow-up email summarizing the discussion points and any agreements reached. Ask for a written confirmation if applicable.

General Notes

Be Flexible

While negotiating, be prepared to compromise and suggest alternative flextime arrangements in case your initial proposal requires adjustments.

Documentation

Keep records of all communications and agreements related to your flextime negotiation for future reference.