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Re: Request For New Flextime Schedule

Dear Employer:

I sincerely value the opportunity that I have in working for you and your company. Yet, I would appreciate your consideration in offering a "flex-time" schedule. After some consideration, I have come to believe that such a schedule would be of benefit to us both.

The option for an employee to have a flexible schedule not exclusive to the limits of traditional office hours opens up several avenues for increased productivity and decreased spending within the company.

First, the ability to hire highly competent and qualified employees is dramatically increased when such candidates have the incentive to work for an employer that not only shows an interest in valuing their employee's work-life balance but also trusts their staff to have the competency and communication skills to work in such a capacity as a flex-time schedule would allow.

Secondly, highly motivated and dedicated employees are retained, saving on recruiting and training costs, as well as the time it takes to acclimate new staff members to their respective positions and responsibilities.

Lastly, (but not conclusively), flex-time scheduling allows employees to work the times when they know that their productivity will be dramatically increased.

When the stress of childcare pickup, commute times, and other unexpected delays are alleviated, opportunities open up for employees to focus more on the "task at hand" when it comes to work productivity. When implemented well, flex-time hours act as a compliment, not substitute, for consistently productive and well-executed work results.

Of course, clear guidelines as to the necessary "core hours" one would spend in office would be clarified and established. Working times, days, meeting hours, and phone call availability would also be clear and planned.

As you know, I have already spent some time working from home and I wanted to memorialize my request for an official new schedule in this letter.

My proposed schedule would be as follows:

_____

Please let me know when might be a good time to chat about this.

Thank you for very much for your consideration.

Sincerely,

_____