



LAW SOCIETY
of ALBERTA

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AlbertaJusticiaProject

Flexible Work Arrangements (FWA)

Model Policy

Template of Flexible Work Arrangement (FWA) Policy

Name:

Year of Call:

Practice Group:

Practice Group Leader:

Proposed FWA Start Date:

1. What is the flexible work arrangement (FWA) you are proposing and what is the reason for the request?

[Comment: Please outline the key features of your FWA proposal, including whether the FWA is full-time or reduced hours, the work schedule, such as target hours and days worked, and the days when you will generally be available and the days when you expect to be in the office.]

2. What is the start date and length for your proposed FWA?

[Comment: Also indicate whether you would be willing to work the FWA on a trial basis and, if so, the timeline.]

3. What are your proposed, annual, target billable hours?

4. What are your proposed, annual, target non-billable hours and what is the general nature of the non-billable activities?

[Comment: indicate how you will continue to conduct new business development, including networking and participating in marketing efforts, participation in Practice Group activities and participation in firm “glue” activities.]

5. How do you expect to manage your workload?

[Comment: You may include information about the following: your recent and anticipated workload; your expected sources of work; how the work will be shared with other members of the firm; how the work will be handled in the context of the FWA (particularly on those days when you are not in the office); the benefits of the proposal; and your flexibility and availability, such as your availability to travel and to meet unexpected work needs.]

6. How will you meet clients’ service expectations and manage clients’ demands? What can the firm do to help?

[Comment: Maintaining professional and high quality client services is essential and an outline on how such services will be maintained is helpful in considering your request. You should include your current client responsibilities/relationships and any changes your new arrangement would require, such as transitioning clients to other lawyers and relinquishing main contact relationship. Where a primary client contact relationship will be maintained, discuss proposed arrangements for coverage of client matters when you are not in the office. Please also indicate how the firm can support you to meet client expectations, such as greater assistance from other lawyers, students or paralegals and using technology to facilitate remote access.]

7. What level of compensation do you hope to receive during the term of the arrangement?

[Comment: The lawyer may also wish to include expectations related to bonuses.]

8. What benefits would you like to maintain, including vacation that you would expect to receive during the term of the arrangement?

9. What are your administrative and technology requirements under the FWA?

[Comment: For example office space, support staff, home office accommodation, and other administrative matters or technical resources such as laptop computer or Blackberry.]

10. What mentoring and career development support can the firm offer you to help make your arrangement successful?

[Comment: You should also describe how you will maintain your professional development, such as participating in firm-sponsored and outside courses, keeping current on general legal issues and case law developments.]