

POLICY

Overview

Trackita's Flexible Work Policy

What This Policy Is About

We get it—life happens outside of work too. That's why at Trackita, we have a Flexible Work Policy. We offer different ways for you to work that can better suit your life and still keep our clients happy. Just let us know on our internal team chat (like Teams) what your schedule looks like if you get approval for flexible working.

How It Works

By law, some workers have the right to ask for flexible work options like part-time hours or working from home. If you're one of them, we'll think it over and get back to you in writing. If you don't fall under the law's guidelines, we'll still consider your request, but no promises.

No Contract, We Can Change This

Just so you know, this policy isn't a legal contract. We could change it down the line.

Who Can Apply

To ask for flexible work, you need to:

Have worked here full-time or part-time for at least a year.

Or be a regular casual worker for at least a year and expect to keep working here.

You also need a good reason, like caring for a child, having a disability, or being older than 55.

How to Apply

Send an email to the CEO explaining:

What kind of flexible work you want.

Why it would be good for you and maybe even the company.

When you want to start and if it has an end date.

Any thoughts on how this might affect your coworkers.

Prove you're eligible if it's not obvious.

What Happens Next

Trackita.

We'll look at your request and think about how it fits with our business goals. We'll reply in writing within 21 days. Your request might be fully approved, partially approved with conditions, or denied.

If We Say No

We can only say no for good business reasons like it's too expensive or hard to manage. We'll explain why in writing.

State Laws Still Apply

If your state has rules that give you more benefits, those still apply.

Check Our Other Policies

This isn't the only policy we have. Make sure to read our other ones too.

This simpler policy aims to make it easier for everyone to understand their options and responsibilities related to flexible work at Trackita.