

FAQs: Flexible Work Arrangements for U.S. Employees Returning to Work Following Pregnancy and/or Parental Leave

Effective July 1, 2016

What is the Flexible Work Arrangement Policy?

The Flexible Work Arrangement Policy allows U.S. employees who return from pregnancy and/or parental leave the option of reduced scheduled hours, ranging from 20 – 39 regularly scheduled hours, for a period of six months beginning the first day returning to work. Those employees that require a reduced schedule for more than six months are required to have a discussion with their manager and HR Representative.

Who is eligible for the Flexible Work Arrangement Policy?

Regular full-time and regular part-time employees, who work at least 20 hours per week, are eligible for the Flexible Work Arrangement Policy.

When do I request flexible work arrangements?

It is recommended to request flexible work arrangements with your manager as soon as you are able, and can be before you take leave. The request for flexible work arrangements must be made no later than 31 days from the first day you return to work, e.g., if returning to work on July 1, a request for flexible work arrangements must be made by July 31.

Where can I access a flexible work arrangement request?

You may request a flexible work arrangement by filling out the **Flexible Work Arrangement Request Form** located on the [Benefits Ecosystem Page](#).

Will my existing benefits change?

Benefit eligibility will not change for health, group and retirement benefits, as long as employees maintain regular part-time status (20 – 29 hours per week) or regular full-time status (30 – 40 hours per week). The table below outlines health and group, retirement, PTO and paid annual holiday eligibility based on scheduled hours worked.

Scheduled Hours	Health and Group Benefits Eligible?***	Retirement Benefits Eligible?	PTO Benefits Eligible?*	Company Paid Annual Holiday Eligible?
20 - 29 hours	Yes	Yes	Yes – prorated based on actual hours worked up to 80 hours per pay period (for bi-weekly pay periods)	Yes – 4 days
30 - 39 hours	Yes	Yes	Yes – prorated based on actual hours worked up to 80 hours per pay period (for bi-weekly pay periods)	Yes – 6 days
40 hours	Yes	Yes	Yes – prorated based on actual hours worked up to 80 hours per pay period (for bi-weekly pay periods)	Yes – 8 days

*PTO accruals may vary by business group. PTO benefits will not be prorated for business groups whose PTO accruals are based on scheduled hours worked.

**Please note that life insurance and disability benefits will be prorated for employees who work a reduced work schedule.

Is there a minimum employment term before I can request a flexible work arrangement option?

No, as with other employee benefits and perks, employees are eligible for this policy upon hire.

Is there any guidance on what work hours are appropriate and in line with expectations?

If an employee is considering working outside of the normal office hours, generally Monday through Friday 8:00 a.m. to 5:00 p.m., it is best practice to advise your manager or speak with your HR Representative.

I returned to work from a pregnancy or parental leave and would like to request a flexible work arrangement or the ability to telecommute?

Telecommuting and flexible work schedules are work alternatives that may be appropriate for some employees and some jobs. The focus of the arrangement must remain on job performance and meeting business needs. All telecommuting and flexible work schedule arrangements must be documented and approved in advance by management with review by Human Resources, and may be discontinued at any time, with or without notice, at AECOM's sole discretion. For more specific information regarding telecommuting and flexible work arrangements, review the telecommuting and flexible work arrangements policies available through the [Ecosystem IMS site](#). If you are considering telecommuting, please review the telecommuting policy prior to your discussion with your manager.

How are career development/expectations managed with flexible work arrangements?

Opportunities to develop all employees – including those on flexible working arrangements – exist within AECOM. Opportunities will vary based on an individual's position, contribution and their aspirations. As with any situation, it is important that you have frequent discussions about career development and progression. Accessing flexible working options should not impact access to development, promotion or career discussions.

How is flexible work arrangements treated when employees are coming off or going onto a project?

While on a flexible work arrangements the employee would be subject to ongoing reviews before, during and after a project commences. When commencing a project, it is a good trigger to for both the manager and HR representative to discuss with the employee their current circumstances, the immediate and future business needs; and then agree on the best work arrangements going forward.

What if business demands change?

A change in business drivers may mean that you will need to alter or cease the flexible work arrangement in place. In this situation, it is important that the manager have a discussion with the employee regarding the current/future work demands as soon as known, to give the employee as much forewarning of any pending and likely changes to their flexible work arrangements. The need to cease the current arrangement may just be temporary, depending on a change in business demands, or the change may be long-term. When a flexible work arrangement needs to be ceased, discuss this change with your manager and HR Representative to ensure all procedural requirements are met.

I returned to work after a pregnancy or parental leave prior to July 1, 2016. Can I still apply for a flexible work arrangement?

Employees that returned to work after a pregnancy and/or parental leave during the time period of January 1 – June 30, 2016 will be reviewed on a case-by-case basis with your manager and HR Representative.

My manager has refused to even discuss a flexible working option, what can I do?

If you don't feel comfortable speaking directly with your manager or requesting flexible work arrangements, speak with your HR Representative who can help resolve the issue.