Work From Home

The new trending Work culture most of the jobseekers wish to take being comfortable and can be flexible for different times and time-zones.

This depends on the organization, the nature of job of the employee, the working conditions etc. Most of the job roles and companies doesn't support **Work From Home** culture being there are several reasons of low productivity, less time discipline, and the visibility of the job role becomes less to the administration to monitor. And many other reasons also might be considerable.

4.1 Who can be permitted for 'Work From Home':

The person in a job which doesn't demand customer meeting, physical presence at the place etc can be permitted for 'Work From Home' option.

Jobs which demand the employee to meet customers and clients frequently and to interact more with public, poor infrastructure like internet facilities etc cannot be granted permission for **'Work From Home'** option.

This finally depends on the policies of the company whether to permit for Work From Home or not.

4.2 Considerable Reasons for Work From Hope option:

This option might be given for temporary time periods for some specific reasons like:

- Maternity time for women
- Health issues
- Poor commuting facilities
- Elderly people to look after
- Risky atmospheric conditions

The above mentioned are some of the special conditions which can be considered to grant permission for 'Work From Home' option. This again depends on the reporting authority and the employee terms and conditions whether he gives the option or not.

4.3 Cautions to be exercised while permitting Work From Home option:

Some of the job roles can be given full time **'Work From Home'** option if the employee who wishes to deliver the duties stay in remote areas and is capable enough to deliver the desired outputs.

In such cases,

a. Strict timelines for work deliverables,
b. Monitoring of the output,
c. Different aspects like internet and infrastructure facilities at the employee place,
d. Any kind of data leakage possibilities from the employee's place (cyber security),
e. How much would be the impact on the company if the data gets leaked,

These aspects are to be cautioned before permitting the employee to take the 'Work From Home' option.

4.4 Procedure to seek permission for 'Work From Home' option:

When an employee wishes to take **'Work From Home'** option,

1. An email is sent to the HR Manager, Reporting personnel and the administration of the organization in this regard
2. Their managers will check with all the above given criteria and then permission is granted, the permission could be a temporary one or a permanent one depending on the nature of the job and the reason for the option
3. If the option is for a permanent practice, a personal meeting should be held to understand all the aspects of the work and output and then the permission is to be granted.

Generally, 'Work From Home' option doesn't impact on the compensation and benefits of the employee until he/she delivers the assigned output at given timelines. But, the final decision would be the organization's only depending on their policy.