

Susanne Hartl

BUS327

04/27/2023

To: All Siemens Employees
From: L. Houseman, Director of Human Resources
Subject: New Flextime Policy

Dear colleagues,

I'm thrilled to let you know that beginning on June 5, Siemens Corp.'s office staff will all be subject to a new flextime policy. As long as you work the appropriate number of hours each day or each week, this new policy will let you set your own start and end timings.

While there is a "core period" from 10 to 3 when all employees must be present, you will now have the freedom to select your own hours outside of this time frame. This policy is intended to assist you in striking a better balance between your professional and personal lives, and it is particularly helpful for individuals who have family obligations. I am aware of the significance of being able to drop off children at school or a childcare facility and be home when they get there. Several of you without children can use this policy to pursue hobbies outside of work, which is something I am well aware of.

To guarantee that someone is in your office from 9 to 5 to answer calls, please note that you must consult with your supervisor before choosing your own hours. This will enable us to keep giving our clients top-notch service. Additionally, meetings should be arranged between 10 and 3 to guarantee that the space is staffed during normal business hours.

Although there could be some difficulties while this strategy is being implemented, I think the advantages will surpass any short-term issues. I hope that this adjustment will improve your attitude about working at Siemens and provide you more time to pursue your hobbies outside of work and spend time with loved ones.

We appreciate your cooperation and support as we introduce this new policy.

Sincerely,

L. Houseman
Director of Human Resources.