



Flexible Work Arrangement Proposal Template

Introduction

The Flexible Work Arrangement Request Form is an important tool to define the details of an approved flexible work arrangement, including specifics about how, where, and when work will be performed.

Employee Name:	Employee email:
Employee Number:	Department:
Position title:	Supervisor(s):

Type of Flexible Work Arrangement Being Requested

<input type="checkbox"/>	Hybrid Work Arrangement	Working from both an on-campus and remote work location
<input type="checkbox"/>	Flex Time/Staggered Hours	Starting and ending work at planned hours that vary from the regularly scheduled workday

Schedule and Location Details

Day of the Week	Start Time	End Time	Work Location (if applicable)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Saturday			
Sunday			

Considerations for Flexible Work Arrangements

Please confirm the following:

I have reviewed and understand the Flexible Work Guidelines	Yes <input type="checkbox"/>
I have reviewed the relevant flexible work arrangement template agreement and can comply with the provisions outlined within	Yes <input type="checkbox"/>

Flexible Work Arrangement Proposal Details (if required)

Departments and or managers may opt to require employees to complete a proposal to define the details of a proposed or existing flexible work arrangement, including specifics about how, where, and when work will be performed. Even if not required, employees may wish to use this document as a worksheet to plan an effective flexible work arrangement before and/or after conversations with their manager.

When completing this section, it is important to consider the implications of the location and timing of work and its impact on clients/customers, colleagues, and the team. As applicable for each of the following individuals and groups, describe in either a narrative or bulleted format, any challenges that may arise (for example, ability to participate in events/meetings, accessibility, teamwork, collaboration tools, responsiveness, meeting customer needs) and the solutions you propose:

- Your internal and external clients/customers/faculty/students
- Your team, other co-workers, and stakeholders
- Your manager(s)

- Your direct reports (if applicable)

Provide as much detail as possible here:

Acknowledgement

Flexible work arrangements are subject to ongoing review and may be terminated at any time, with the notice outlined in individual agreements. Final details of a proposed flexible work arrangement will be discussed between the employee(s) and supervisor(s) and confirmed in a Hybrid Work or Flexible Hours Agreement.

Employee Signature(s):	Supervisor Signature:
Date:	Date: