

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.

perfor	med.					
Employee Name(s):				Employee email(s):		
Employee Number(s):				Department:		
Pos	Position title(s):			Supervisor:		
Туре	of Flexible W	ork Arranger	ment Being R	equested		
	Hybrid Work Arrangement		Working from both an on-campus and remote work location			
	Flex Time/Staggered Hours			Starting and ending work at planned hours that vary from the regularly scheduled workday		
	dule and Loca	ation Details	End Time	On-Campus (names)	Remote	
				- Campao (names)	(names)	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						



Saturday		
Sunday		

Considerations for Flexible Work Arrangements

Please confirm the following:

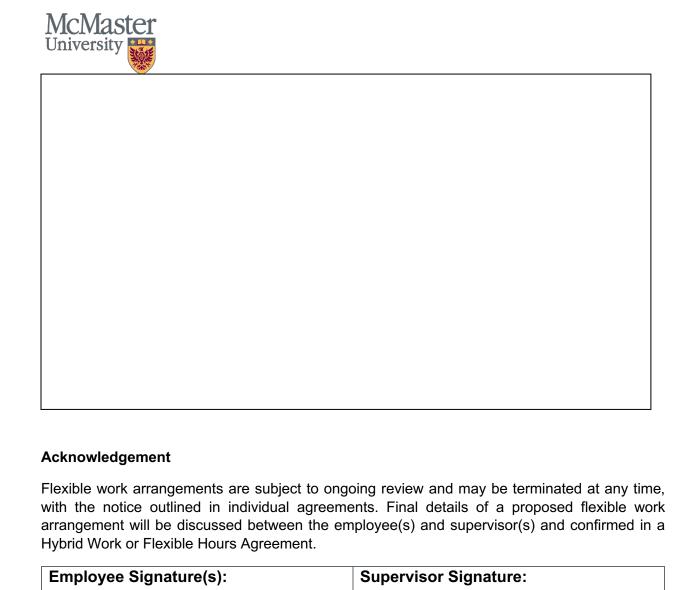
We have reviewed and understand the Flexible Work Guidelines	Yes □
We have reviewed the relevant flexible work arrangement template agreement and can comply with the provisions outlined within	Yes □

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)



Date:

Date: