FLEXIBLE WORK ARRANGEMENT PROPOSAL REQUEST

To be completed by the Employee

To (Supervisor's name): _____

From: _____

I propose adjusting my work plan to incorporate ___ tele-working OR ___ flextime into my work assignment. I have considered the needs of our department and the expectations of my position and have identified several potential benefits to this arrangement:

- Describe the requested flexible work arrangement schedule to be considered:

- Highlight opportunities for improved cost effectiveness and customer satisfaction, where possible.

- I believe that this will be a successful arrangement because:

- Describe aspects of the job that make this option feasible:

- Describe the way this arrangement will meet the needs of the organization, supervisor, colleagues, and customers:

- List opportunities for enhanced communication and management of work:

I understand that this proposal may require further discussion and that you are responsible for the success of this department and must determine whether or not this plan fits appropriately within the goals for the office. I also understand that approval of this proposal means that we will pilot the arrangement, and that we may need to make adjustments to this plan or I may need to return to my original work schedule/arrangement if business needs are not met, as defined in the Flexible Work Arrangement policy.

_____

Employee Signature/Date