

Flexible Work Schedule Considerations

Employee Information

Employee Name: _____ Personnel Number: _____

Position Title: _____ Position Number: _____

Exempt Non-Exempt

Supervisor Name: _____ Department: _____

Choose one: Compressed Workweek (e.g. 4/10) Alternative Work Schedule

This tool is intended to help supervisors and employees with considerations to determine if a flexible work schedule is appropriate. Please note that this document is mandatory to apply a flexible work schedule.

General Flexible Schedule Considerations	Y/N	Notes
The position identified for a flexible work schedule arrangement is conducive to such a schedule.	Y N	
A flexible schedule paired with telecommuting has been considered for this position.	Y N	
A flexible schedule will allow for improved coverage and scheduling for the department.	Y N	
The quantity, quality, and timeliness of the employee's work are expected to be maintained or enhanced.	Y N	
Availability for standing meetings, special events, committee work, emergencies or unexpected departmental events have been discussed.	Y N	
The arrangement will promote work/life balance and will improve morale, productivity and engagement.	Y N	
The supervisor is able to effectively measure and monitor performance and provide supervision during a flexible schedule.	Y N	

Flexible Work Schedule Considerations

The employee is aware that the department may discontinue, temporarily suspend, or alter the schedule if: business needs change, a change in law or university policy occurs, or for another appropriate reason.	Y N	
The arrangement will not cause a need for overtime or additional staff.	Y N	

Proposed Flexible Work Schedule Week 1			June 20-24
Day	Hours		Work Location (office or remote)
	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Proposed Flexible Work Schedule Week 2			June 27-July 1
Day	Hours		Work Location (office or remote)
	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Proposed Flexible Work Schedule Week 3

July 4-8

Day	Hours		Work Location (office or remote)
	From	To	
Monday Holiday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Proposed Flexible Work Schedule Week 4

July 11-15

Day	Hours		Work Location (office or remote)
	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Proposed Flexible Work Schedule Week 5

July 18-22

Day	Hours		Work Location (office or remote)
	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Proposed Flexible Work Schedule Week 6

July 25-29

Day	Hours		Work Location (office or remote)
	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			