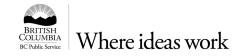
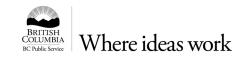
FLEXIBLE WORK: EMPLOYEE'S PROPOSAL



Before completing this proposal template, please ensure you've read the information on MyHR about flexible work options, had a conversation with your supervisor about the fit between your job and the flexible work option you are proposing, and are committed to following the guiding principles for a successful flexible work arrangement.

	SECTION 1:	EMPLOYEE ANI	D POSITION INFOR	RMATION		
Employee's Name:			Manager's Nan	Manager's Name:		
Employee's Position:			Manager's Posi	Manager's Position:		
My current location	n is as follows:					
In order to complet	e my work tasks, I	currently use the	following specialize	ed equipment and/	or software:	
	;	SECTION 2: EMP	PLOYEE PROPOSAL	-		
1 Dy proparing	this proposal Lan	a requesting cons	idoration to initiato	a flovible work arr	rangoment	
1. By preparing	tilis proposal, i ali	irrequesting cons	ideration to initiate	a nexible work arr	angement.	
2. If this propos	sal is successful, m	y proposed new v	work schedule/work	location would be	e as follows:	
Cycle	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1						
Week 2						
Week 3						
Week 4						
3 If nossible 1	would like to start	this work arrange	ament effective			
•						
4. This propose	d flexible work op	tion will contribut	te to meeting work	unit and team goa	ls because:	

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SECTION 3: ADDITIONAL COMMENTS				
SE	ECTION 4: SIGNATURE			
	ork option proposal. By signing this, I confirm that I understand f considering, applying, and monitoring any flexible work			
Print Employee's Name	Employee's Position/Title			
	, ,			
Employee's Signature	Date (dd-mmm-yyyy)			
Employee's Signature				
Employee's Signature				
Employee's Signature				

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