

**FLEXIBLE WORK:
EMPLOYEE'S PROPOSAL**



Where ideas work

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 AND POSITION INFORMATION	
Employee's Name:	Manager's Name:
Employee's Position:	Manager's Position:
My current location is as follows:	
In order to complete my work tasks, I currently use the following specialized equipment and/or software:	

SECTION 2: EMPLOYEE PROPOSAL

1. By preparing this proposal, I am requesting consideration to initiate a flexible work arrangement.
2. If this proposal is successful, my proposed new work schedule/work location would be as follows:

Cycle	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

3. If possible, I would like to start this work arrangement effective _____
4. This proposed flexible work option will contribute to meeting work unit and team goals because:

**FLEXIBLE WORK:
EMPLOYEE'S PROPOSAL**



Where ideas work

SECTION 3: ADDITIONAL COMMENTS

SECTION 4: SIGNATURE

I request approval of the above flexible work option proposal. By signing this, I confirm that I understand my responsibilities through the process of considering, applying, and monitoring any flexible work arrangements.

Print Employee's Name

Employee's Position/Title

Employee's Signature

Date (dd-mmm-yyyy)

CLICK TO RESET