



Please review the information on your desired flexible work option in the toolkit prior to completing this exercise.

Once you've had an initial feasibility conversation with your manager/supervisor with respect to your desired flexible work option, this proposal form will need to be filled out and submitted to your manager/supervisor to initiate the formal consideration process.

Section 1: Employee and Position Information

Employee's Name: _____ Manager's Name: _____

Employee's Position: _____ Manager's Position: _____

1) The purpose of my position is (high level bullets only):

- •
•
•
•

2) My key deliverables and responsibilities are (high level bullets only):

- •
•
•
•

3) My current work schedule is as follows:

Table with 6 columns: Cycle, Monday, Tuesday, Wednesday, Thursday, Friday. Rows include Week 1, Week 2, Week 3, and Week 4.

Section 2: Employee Proposal

- 4) By preparing this proposal, I am requesting consideration to initiate a _____ work arrangement (e.g. flex time, part-time).
- 5) If this proposal is successful, my proposed new work schedule would be as follows:

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

- 6) If possible, I would like to start this work arrangement effective _____. (If employee is requesting a modified work week, this date indicates when they will begin increasing scheduled work hours in order to compensate for time off on a regularly scheduled basis)
- i. For employees requesting a modified work week, please indicate length of lunch break (_____ minutes) and total hours worked per day (_____ hours).

- 7) This proposed flexible work option will contribute to meeting work unit and team goals because:

- 8) The potential benefits and impacts of this flexible work option for the following areas are:

Area	Benefits	Impact
My Work		

Area	Benefits	Impact
The Work of My Business Unit		
Customers / Clients (internal and external)		
Colleagues / Peers		
Manager / Supervisor		
Employees You Supervise		

9) For each impact noted above, identify strategies that will help address these.

Area of Impact	Strategies
My Work	<ol style="list-style-type: none"> 1. 2. 3.
The Business of My Work Unit	<ol style="list-style-type: none"> 1. 2. 3.
Customers / Clients (internal and external)	<ol style="list-style-type: none"> 1. 2. 3.



Area of Impact	Strategies
Colleagues / Peers	1. 2. 3.
Manager / Supervisor	1. 2. 3.
Employees You Supervise	1. 2. 3.

10) How will back-up and coverage requirements be handled?

11) How will effective communications occur? (e.g. team meetings, etc.)

12) What performance measures will be used to evaluate the success of this flexible work option?

13) All flexible work options should be implemented on a pilot basis. How long will the option be piloted? When will the first formal evaluation of the work arrangement occur?

Section 3: Implementation Information

14) What equipment / technology may be required to implement this flexible work option?



15) What up-front and on-going costs will be required to set-up this flexible work option?

16) Who will need to be involved to support implementation of this flexible work option?

17) Are there any health and safety considerations that need to be addressed relating to this option?

Section 5: Comments

Employee's Comments

Manager's Comments



Where ideas work

Flexible Work Options Employee Proposal Template

Section 4: Signatures

I request approval of the above flexible work option proposal.

Employee Signature (Print Name)

Position Title Date

Recommended by:

Manager Signature (Print Name)

Position Title Date

Approved by:

Manager / Decision Authority Signature (Print Name)

Position Title Date