

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

Section 1: Employee and Position Information

Employee's Name:

**Manager's
Name:**

Employee's Position:

**Manager's
Position:**

1) My current work location is as follows:

2) In order to complete my work tasks, I currently use the following specialized equipment and/or software.

Section 2: Employee Proposal

By preparing this proposal, I am requesting consideration to initiate a mobile 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:

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 mobile work arrangements.

Employee Signature (Print Name)

Position Title Date