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:

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
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<tr>
<td>Week 2</td>
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<td>Week 3</td>
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</tr>
<tr>
<td>Week 4</td>
<td></td>
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</tr>
</tbody>
</table>

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