

FLEXIBLE WORK ARRANGEMENT



This optional form has been created for an employee to request a flexible work situation is unique, depending on the needs of the position, Leader,

and Employee This form can be adapted to unit

requirements, as necessary. & o Æ] o t } OE l OE OE v P u v š • š Z š Z v P v u % o } Ç

Classification:
 Flexible Work Arrangement

THIS DOCUMENT IS UNCLASSIFIED

- ____ Compressed Work Week
- ____ Flextime
- ____ Job Sharing
- ____ Reduced-Time Work
- ____ Remote Work ~ %o OE š] o } OE (μ o o •

Flexible Work Arrangement Review:

Leader: Flexible work arrangements are to be reviewed prior to

Space Equipment, and Technology Access

The Employee and Leader agree to work together to ensure that an alternate worksite is safe, free of distractions, is conducive to maintain appropriate confidentiality of records and information. The Employee must have access to a quiet,

Policy and Procedure Acknowledgement
