

Flexible Work Arrangement Discussion Worksheet

This document is a suggested starting point for discussing flexible work options with your supervisor. Use this worksheet to identify your specific interests in remote work and help develop a clear plan of how your desired work arrangement will be structured to benefit your team and yourself.

* Type of flexible work option being requested:
* Current work schedule:
* Proposed new work schedule:
* Advantage to your team:
* Work plan for how to accomplish current duties:
* Impact on co-workers and internal/external customers:
* Plan for communication/cooperation:
* Plan for continuity:
* Proposed start date:
* Proposed new work schedule:

If you come to an agreement on a flexible arrangement, complete the appropriate [Remote and Flexible Work Agreement](file:////working-u-m/management-administration/additional-resources-supervisors-managers/remote-employment/remote-flexible-work-agreements) forms.