

Harvard University Flexible Work Arrangement Proposal Template

Employee Information

Name: _____

HUID: _____ Phone: _____ Date: ____/____/____

Title: _____ Dept./unit: _____

Supervisor/Manager's name: _____ Phone: _____

Current Status

Part Time or Full time Exempt or Non-Exempt Supervisor

Type of Flexible Work Arrangement Proposed (check as many as apply)

Flexible hours

Telecommuting

Compressed work week

Part-time schedule

Job sharing (include partner's name and submit your proposals together): _____

Other, please describe (include attachment as needed):

Current and Proposed Work Arrangement (indicate the core business hours for each day if applicable, your current and proposed hours, and your location if other than your regular workplace)

Current Work Schedule				Proposed Work Schedule		
Day	Core Hours	Start/End	Location	Day	Start/End	Location
Sunday				Sunday		
Monday				Monday		
Tuesday				Tuesday		
Wednesday				Wednesday		
Thursday				Thursday		
Friday				Friday		
Saturday				Saturday		
Sunday				Sunday		

Notes:

FLEXIBLE WORK ARRANGEMENT PROPOSAL

Together with this form, please submit a written proposal. You should address each of these topics as fully as possible. Please indicate whether your proposal addresses each area:

Yes No

- Did you describe **the business rationale** associated with your proposed flexible work arrangement?

- Did you describe, in very specific terms, **how you will accomplish your job** under the proposed arrangement?

- Did you describe the **impact your proposed flexible work arrangement will have** on the following groups: clients (external and internal), co-workers, supervisors/managers, supervisees, Harvard and your department or office (e.g., impacts on space, cost, retention, savings, and morale)?

- Did you describe **the solutions you propose** to overcome any challenges presented by this arrangement?

- Did you explain **how client/colleague needs will be handled** (e.g., backup, buddy system, voicemail)?

- Did you describe **how regular communications will be handled** (along with a description of available and/or desired technological tools)?

- Did you **explicitly acknowledge that you will adjust the specific terms** of your arrangement, with appropriate notice, when business needs dictate (along with examples)?

I understand that Harvard University is not obligated to approve a proposal for a flexible work arrangement for any employee. The decision is at the discretion of my supervisor/manager. Flexible work schedules are subject to ongoing review and may be subject to termination at any time based on performance concerns, business needs or team structural changes. Generally, the supervisor/manager or the employee should give at least 30 days notice in advance of ending or changing an arrangement, business needs permitting. In some instances, a resumption of the original schedule may no longer be possible and alternatives should be identified.

Employee	Date	Supervisor/Manager's Signature	Date
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- Request Approved
- Request Denied*

Trial period: Arrangement will be reviewed on _____
Arrangement should be re-approved in no more than a year.

**If request is not approved, please attach an explanation indicating your business reasons. Following completion of the process, copies of this form and any attachments should be provided to the employee and a copy should be provided to HR to be added to employee's personnel file.*

Arrangement Renewed [] _____ (date)