

## Flexible Work Departmental Framework

Faculty/Area/Department leaders are required to complete this form to outline the flexible work options available to their direct reports.

**Instructions:**

- Review the Flexible Work Policy.
- Complete this form based on the terms and conditions outlined in the Flexible Work Policy and what is operationally feasible for your faculty/area/department.
- Submit the completed form to your one-up-leader for approval.
- Communicate the approved Flexible Work Departmental Framework to direct reports.

**Leader:** Individual to whom an employee directly reports to concerning matters related to their employment, and who exercises supervisory responsibilities in respect of an employee.

**One-Up Leader:** Refers to the individual to whom a departmental Leader reports to including but not limited to Vice-President, Associate Vice-President, Dean.

**Faculty/Area/Department:**

**Leader Name:**

**Flexible Schedule:**

Eligible employees may be permitted to work a different daily work schedule other than their regular standard schedule under the conditions outlined in the Flexible Work Policy.

1. Positions eligible for flexible schedule in your faculty/area/department:

All positions are eligible.

No positions are eligible.

Only certain positions are eligible. (Please list below the specific positions that can request a flexible schedule.)

2. Eligible start and end times allowed for flexible schedule (select all times that eligible employees will be able to request):

7:30am to 3:30pm

8:00am to 4:00pm

8:30am to 4:30pm

9:00am to 5:00pm

9:30am to 5:30pm

3. Eligible days of the week in which employees can request a flexible schedule (select all days that eligible employees will be able to request):

Monday

Tuesday

Wednesday

Thursday

Friday

**Remote Work:**

Eligible employees may request to work remotely for a maximum of one day per week, subject to the conditions outlined in the Flexible Work Policy.

1. Positions eligible for remote work in your faculty/area/department:

All positions are eligible.

No positions are eligible.

Only certain positions are eligible. (Please list below the specific positions that can request remote work.)

2. Allowable days of the week in which employees can request remote work (select all days that eligible employees may select from to work remotely):

Monday

Tuesday

Wednesday

Thursday

Friday

3. The week of the start of the fall semester, as well as the week before and after, are considered periods of mandatory 100% on-campus presence. Please note below any additional periods of mandatory 100% on-campus presence based on your area's operational requirements.

**Approval:**

One-up Leader Name:

One-up Leader Signature:

Date: