

## Flexible Work Request Form

### Instructions:

- Review the Flexible Work Policy.
- Review the approved Flexible Work Departmental Framework (shared by your supervisor).
- Complete this form.
- Upload this document to UWinsite People using the **Document Records** tab.

Your supervisor will receive a notification from UWinsite People and will approve or deny the request using UWinsite People approvals.

### Employee Information:

Name:

Position:

Faculty/Department/Area:

### Type of Flexible Work Option Requested (complete all applicable sections):

#### Flexible Schedule

Are you requesting a flexible schedule?

Yes      No

*If you answered "yes", please complete the following sections.*

Start and end time of the flexible schedule request (select 1 time only):

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

Days of the week associated with the above selected flexible schedule (select all days that apply):

Monday

Tuesday

Wednesday

Thursday

Friday

#### Remote Work

Are you requesting remote work?

Yes      No

*If you answered "yes", please complete the following sections.*

Residential address in Ontario where the requested remote work will be performed:

Street Address:

City:

Postal Code:

Day of the week requested to work remotely (select 1 day only):

Monday

Tuesday

Wednesday

Thursday

Friday

Remote Work Health & Safety Checklist:

By checking this box, I confirm that I have completed the Remote Work Health & Safety Checklist and will upload it to UWinsite People along with this form.

**By submitting this Flexible Work Request via UWinsite People I acknowledge, accept and agree to abide by all the terms of the Flexible Work Policy.**