

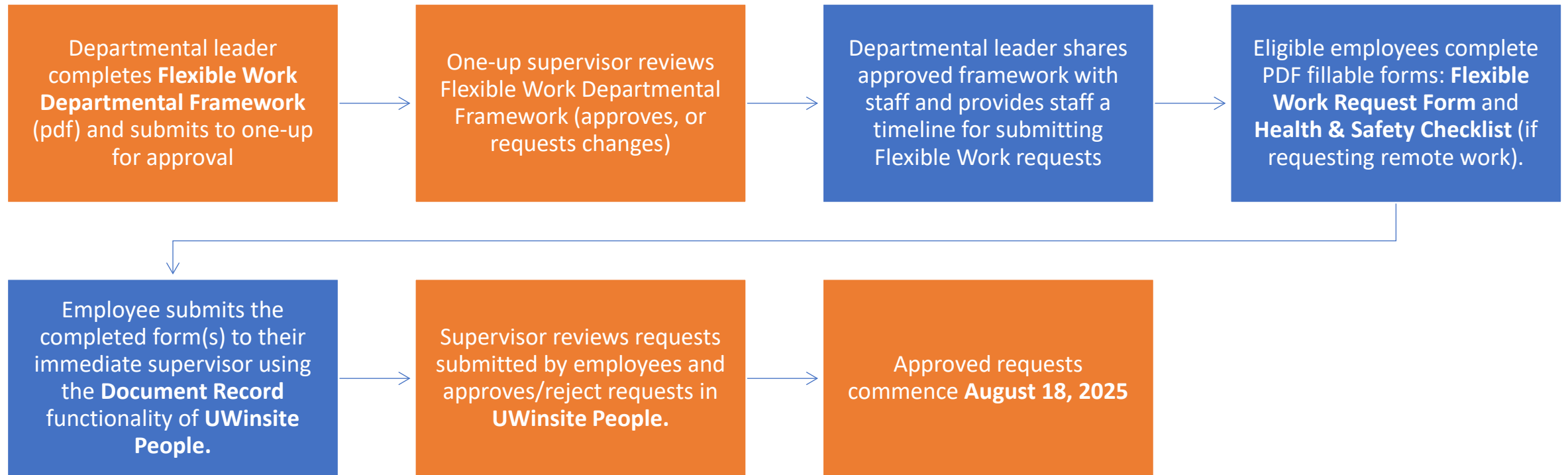
# **Flexible Work Request Approval Process Instructions for Supervisors**

May 26, 2025



University of Windsor

# Overview of Flexible Work Request and Approval Process



# What you Need to Do Before Employees Submit a Flexible Work Request

1. Review the Flexible Work Policy and the List of Departments Eligible/Not Eligible for Remote Work
2. Complete the Flexible Work Departmental Framework
3. Submit the Flexible Work Departmental Framework to your one-up for approval
4. Meet with your team to:
  - Review the Flexible Work Policy
  - Share the approved Flexible Work Departmental Framework and the Effective date of approved arrangements (**August 18**)
  - Go over the Flexible Work Request Form and Health & Safety Checklist
  - Highlight procedures for submitting requests via UWinsite People
  - Provide timelines for submitting requests via UWinsite People (**Recommended – July 7 to 18**) and receiving a response (approve/reject) via UWinsite People (**Recommended – By August 5**)



# Considerations for Approving/Rejecting a Flexible Work Request:

- Impact on operational and service needs and safety requirements demanded by employee's work.
- Ability of employee to perform all necessary tasks and fulfill the needs of all internal and external stakeholders without sacrificing quality, efficiency, and productivity.
- Supervisory requirements of or by the employee.
- Degree to which the duties of the position can be effectively performed independent of direct Leader and co-workers.
- Potential impact on other employees' ability to perform their tasks and to provide effective service.
- Suitability of the Remote Work location, including access to reliable internet for connectivity.
- Performance and conduct history of employee.

Leaders (immediate supervisors) will receive Flexible Work requests from eligible employees via UWinsite People. Approval **must be made** through UWinsite People



# Follow the following steps to approve/reject requests:

As a supervisor, you will receive a notification from UWinsite People indicating that you have items requiring your attention.

1. Open the item requiring your approval
2. Review the **Document Record** including the **documents submitted** for your review and approval. You can use the "View Attachments" **(1)** link or the document link **(2)**.
3. After reviewing the attachments select **Approve** or **Reject**

Manage Document Records

Employee Details

Assignment Number 52451\_08631\_20240724

Job

Grade

New Document Record

Type UW Flexible Work Request

Country All Countries

Category Employment

Business Title

From Date 01-May-2025

To Date 31-Jul-2025

Issued On 26-Mar-2025

Issuing Comments Testing

Attachments Test.docx

[View Attachments](#) **(1)**

Approvers

Assigned to [User] 26-Mar-2025 2:41 PM

Approved by [User] 26-Mar-2025 2:41 PM

Submitted by [User] 26-Mar-2025 2:40 PM

**(2)** Test.docx

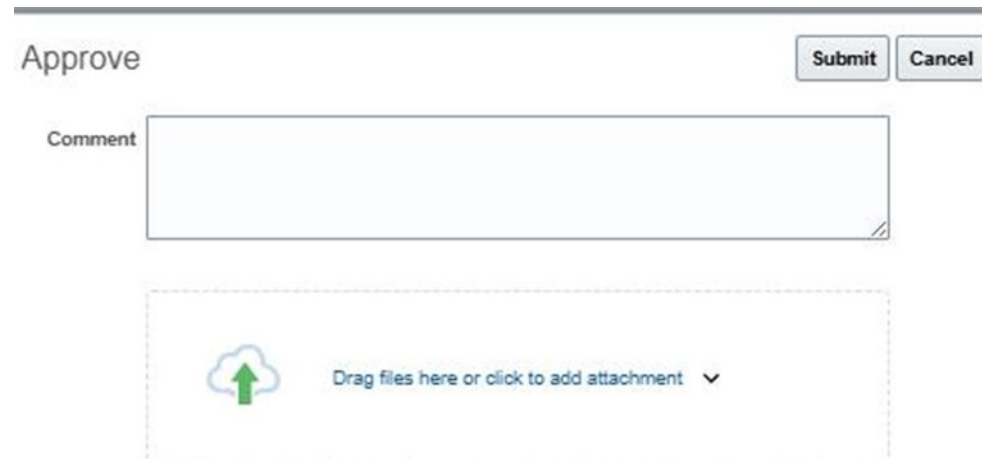


## Notes:

When you select **approve or reject**, you will have an opportunity to add comments as illustrated in **image 1**. You should use this to include the duration of the approved flexible work arrangement or review date.

In instances where you need more information or need to ask the employee to make changes to the form before approving, it is recommended that rather than using the Actions option as illustrated in **image 2**, that you discuss with the employee and ask them to log in to UWinsite People and edit the **document record** submitted.

Image 1



The screenshot shows a form titled "Approve" with a "Submit" button and a "Cancel" button. Below the title is a "Comment" text area. At the bottom of the form is an attachment area with a green cloud icon and an upward arrow, and the text "Drag files here or click to add attachment" with a dropdown arrow.

Image 2

