

Flexible Work Request Process Instructions for Employees

May 27, 2025



University of Windsor

Flexible Work Policy

- Flexible Work Policy - effective **Monday August 18, 2025**
- Articulates the terms and conditions governing Flexible Work.
- Flexible Work Arrangements:
 - Subject to the provisions of applicable Collective Agreements.
 - Subject to operational needs and the nature of the eligible employees' work.
 - **Must prioritize service, teaching, research and student experience.**
 - Not intended to support the provision of childcare or dependent care.
 - Not a substitute for workplace accommodation.

Eligible Employees

- Employees who have completed their probationary period
- Employee groups: Executive, Managerial and Professional, Unifor Local 2458 (Clerical Full -Time) and CUPE Local 1393 (excepting Maintenance).



Flexible Work Request Process At a Glance



Links: Flexible Work Request Form , Health & Safety Checklist



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Instructions for Submitting a Flexible Work Arrangement via UWinsite People

1. In your browser, go to uwindsor.ca/uwinsite/people. Complete your single sign-on in UWinsite People using your full UWinID@uwindsor.ca as your username and your UWin Account password.
2. Under **Me**, select **Personal Information**.
3. Select **Document Records**.
4. Select **+Add**.
5. In Document Details, select the **Document Type**. - select **UW Flexible Work Request** as illustrated in the image

Document Details

*Document Type

Select a value

Name	Country	Category	Subcategory
T4A Register Amended	Canada	Payroll	Tax
T4A Register Cancelled	Canada	Payroll	Tax
T4A Register Original	Canada	Payroll	Tax
TD1 IN		Payroll	
UW Flexible Work Request		Employment	



6. Follow the instructions within the document to fill in the required details, and **drag the** completed Flexible Work Request Form and Health & Safety Checklist (if requesting Remote Work) into the box or **click to add attachment**. Select add file. Please **do not** use the “Add link”.

7. Select **Submit**.

Document Details

*Document Type

Category

Employment

Country

All Countries

Description

This tool is used to request a Flexible Work arrangement. Please follow the instructions below for completing the following fields and uploading your documents.

- **Business Title** - please select the position that you are submitting a Flexible Work Request Form for
- **From date** – please enter the date you wish to start the requested arrangement
- **To date** – please enter the end date of the requested arrangement. If you don't have an end date, please leave it blank
- **Issued on** – please include today's date
- **Comments** - please include any comments you want your supervisor to consider when reviewing your request
- **Context Value** - no need to complete this section

Please upload the following completed documents (forms can be found on the Human Resources website)

- Flexible Work Request Form
- Health & Safety Checklist (only for remote work requests)

*Business Title

*Issued On

*From Date

Issuing Comments

To Date

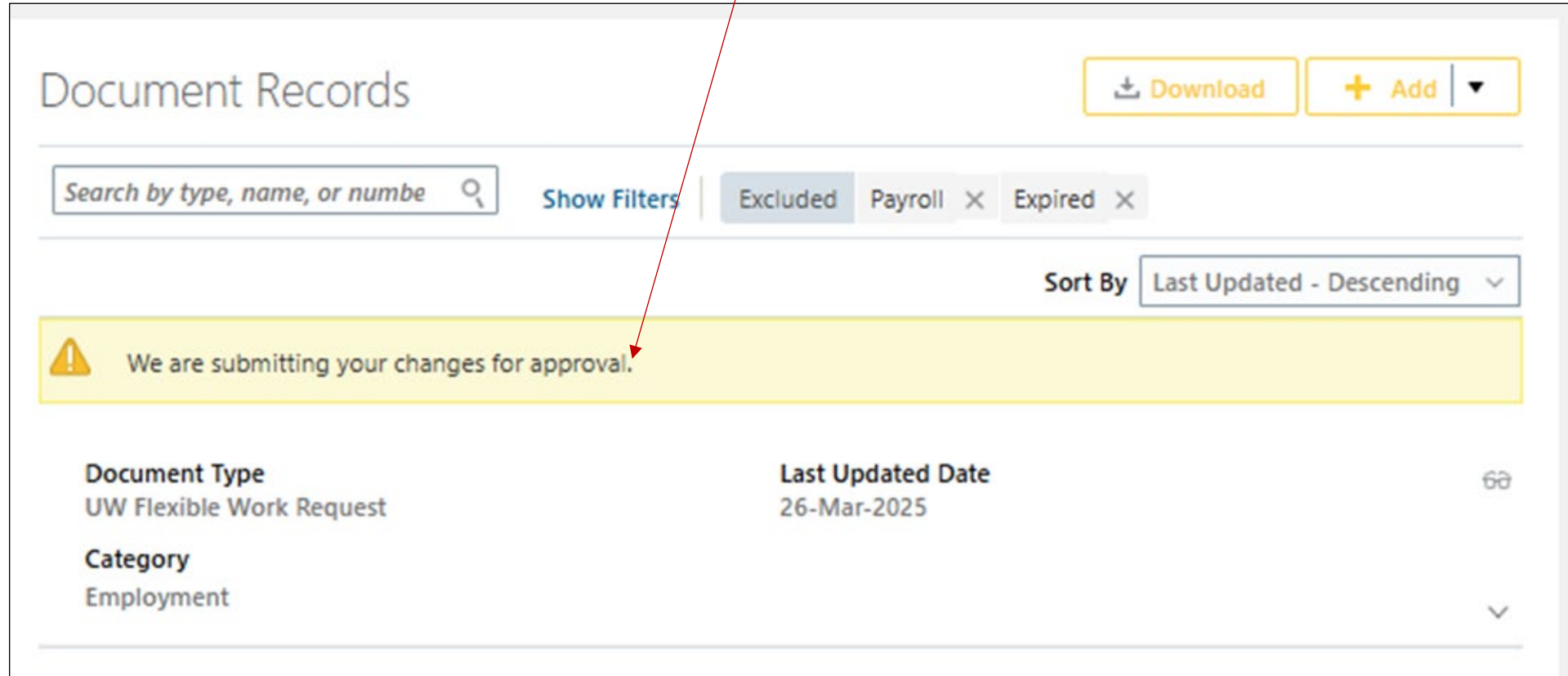
Context Value

Attachments



Drag files here or click to add attachment

After you select **Submit**, you will **see the message below** indicating that the form has been routed to your supervisor for approval. By submitting a Flexible Work request, employees acknowledge, accept, and agree to abide by all terms of the Flexible Work Policy.



The screenshot shows a web interface titled "Document Records". At the top right, there are two buttons: "Download" and "Add". Below the title is a search bar with the placeholder text "Search by type, name, or number" and a magnifying glass icon. To the right of the search bar is a "Show Filters" link and two filter tags: "Excluded" and "Payroll". Further right is a "Sort By" dropdown menu set to "Last Updated - Descending". A prominent yellow banner with a warning icon contains the message: "We are submitting your changes for approval." Below this banner is a table with the following content:

Document Type	Last Updated Date	
UW Flexible Work Request	26-Mar-2025	68
Category		
Employment		

You will receive a notification from UWinsite People once the request has been approved by your supervisor

