

Approval

Hi [insert employee name],

As we discussed during our meeting today, I support of your request to work the flexible schedule outlined below. I believe this schedule *[insert rationale(s) – ie. will increase operational efficiency by extending our office availability to 6pm OR is appropriate given the role does not require face-to-face contact with stakeholders]*.

Before you switch to the schedule outlined below, please submit the required Telework Form through Cherwell.

Once you complete the Telework Form, it will be routed to me for approval. Once I approve your Telework Form, you may begin working the schedule outlined below.

Flexwork arrangements are subject to review and adjustment as needed. We will revisit this arrangement in *[insert time period – ie. 30 days, 90 days, at your next performance review, etc.]* to ensure it is working well.

Flexwork Schedule:

| | Work Location (ie. on-site, home, etc.) | Work Schedule (ie. 9am – 6pm with 1 hour lunch break) | Work Hours (ie. 8 hours) |
|-------------|---|---|-----------------------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |
| Total Hours | | | |

Best,
[supervisor signature]

Rejection

Hi [insert employee name],

As we discussed during our meeting today, I do not support of your flexible work arrangement request at this time. I believe the schedule you *requested [insert rationale(s) – ie. which contains remote work, will hinder operational efficiencies because much of unit's work and goals have to do with creating and maintaining our physical campus and most of that work has to get done on-site OR is not appropriate given the performance issues we discussed at your last performance evaluation, particularly issues with meeting deadlines]*.

You are welcome to submit a new request *[insert time frame – ie. at the start of the next semester]*

Best,
[supervisor signature]