



## FLEXIBLE WORK ARRANGEMENT REQUEST FORM (NON-ACADEMIC STAFF)

Flexible work arrangements may be established at the request of the employee, where such an arrangement is appropriate and would not interfere with University operations. Staff are required to complete this form to request a flexible work arrangement.

For details regarding Flexible Work Arrangements, please refer to Human Resources [Policy](#) 520 covering your position. Benefits may change depending on the type of arrangement; contact your HR Service Associate for details. Note: T2200 forms will not be issued for arrangements approved under this policy.

### Employee Information

Employee Name:

Employee Number:

Department Name:

Department Number:

### Flexible Work Arrangement Information

Type of Arrangement:

Commencement Date:

End/Review Date:

Details of  
Arrangement:

Telework Address &  
Contact Information

Days Remote:

Days on Site:

### Signatures

Employee's Signature:

Date:

Supervisor's Approval:

Date:

*Send a copy of the completed form to your HR Consultant & Service Associate (accompanied by an employee data form where applicable)*

### HR USE ONLY

Received Date:

Approval Date:

*\* HR Approval Required if request is an exception to the policy*