

## **Boston College Human Resources**

The following information should be completed by the employee and submitted to their direct supervisor.

Justification for your flexible work schedule request

Requested start date:

Days requesting to work on campus:

Please check off the days and hours you are requesting to work on campus. For example, Monday, 9:00am to 5:00pm.

Monday to Hours:

Tuesday to Hours:

Wednesday to Hours:

Thursday to Hours:

Friday to Hours:

Saturday to Hours:

Sunday to Hours:

Days requesting to work remotely:

Please check off the days and hours you are requesting to work remotely. For example, Tuesday, 8:00am to 4:00pm.

Monday to Hours:

Tuesday to Hours:

Wednesday to Hours:

Thursday to Hours:

Friday to Hours:

Saturday to Hours:

Sunday to Hours:



FOR VICE PRESIDENTS, VICE PROUSTS, OR DEANS

Approved

Comments:

If granted, ( o A E A ) o E I Z μ o Z • be reviewed on a periodic basis. Supervisors should schedule a review after the first two months, and annually thereafter (or sooner as necessary and appropriate).

Probationary review date (two months after arrangement begins):

Subsequent review date ~ š o • š : v v μ o o Ç •

Not Approved

Comments:

I have read the Guidance for Flexible Work Schedules and agree to follow this guidance I understand that Boston College has the right to cancel or suspend employee flexible or remote work • Z μ at any time. A flexible work schedule is not a right of employment. It is established at š Z ] • o E š ] } v } ( š Z • μ % o E Ç ] • ] P v š (s), and may be subject to change.

While on a flexible work schedule, covered employees must continue to comply with all applicable University policies and conduct rules, ] v o μ ] v P / d ^ • μ o E ] š Ç % o } o ] ] • U

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**FOR HUMAN RESOURCES**

Received by

Status:

Approved & Recorded

Denied

This form must be filed with Human Resources; signed copy will be returned to the area Vice President, Vice Provost, or Dean.