



## YALE FLEXIBLE WORK ARRANGEMENT PROPOSAL WORKSHEET

Yale University developed this proposal process to support employees as they think through different flexible work arrangements, that can enhance their work effectiveness and provide more control over when and where they produce results. This document is a tool to help you consider ways to work more efficiently and flexibly.

Employee Name	
Job Title	
Department	

**Request period:**

- Start Date: \_\_\_\_\_
- End Date: \_\_\_\_\_

**Telework phone:** \_\_\_\_\_

**Telework address:** \_\_\_\_\_

**Telework e-mail:** \_\_\_\_\_

**Do you have voice mail? Yes** \_\_\_\_ **No** \_\_\_\_

Indicate your current and proposed schedule with hours and location

CURRENT WORK SCHEDULE					PROPOSED WORK SCHEDULE				
Days	Work Location	Hours			Days	Work Location	Hours		
		Start	End	Total			Start	End	Total
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Saturday					Saturday				
Sunday					Sunday				
					Total Hours:				

How will this new schedule sustain or enhance your ability to get the job done?

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\_\_\_\_\_

What potential barriers could occur with external customers?

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What potential barriers could occur with internal customers?

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What potential barriers could occur with co-workers?

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How do you suggest addressing the above barriers?

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Describe how your performance will be measured under this flexible work schedule.

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How will this arrangement benefit the employee?

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How will this arrangement benefit Yale?

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