



Flexible Work Location Request
Hybrid Telework or Fully Remote Work Request

Employee Name

Title

Department

Managing Supervisor

Employee's Statement for Request

Please describe how you think your job responsibilities are suited for teleworking. Discussion points may include: How will telework or remote work enable you to perform your job effectively? How will a flexible work arrangement positively affect your department or the University as a whole? How will you demonstrate the needed outcomes or how will outcomes be measured?

Describe the proposed flexible work arrangement, either hybrid telework or remote work. Specify days, working and availability hours, logistics, and equipment required.

I have read the Flexible Work Location policy and Flexible Work Location Arrangement Form and I have discussed the proposed flexible work location arrangement with my supervisor, our conversations are accurately reflected in this application. I understand that my application does not guarantee that I will be eligible for a flexible work arrangement, either hybrid telework or remote work. I understand that it is not an entitlement and that it is not appropriate for every employee.

Signature

Date

Managing Supervisor

- Yes, I have discussed the possibility of teleworking with the above employee, and our conversations are accurately reflected on this request. I believe this employee is a good candidate based on job responsibilities and performance in their current position.
- I have discussed the possibility of teleworking with the above employee. I do not believe this employee is a good candidate based on job responsibilities and performance in their current position.

Supervisor's Supporting Statement for Decision

Managing Supervisor Signature

Date

Approvals

Department Manager/Chair Signature

Date

Department Director/Dean Signature

Date

Vice Chancellor Signature - Required

Date

If approved, the Flexible Work Arrangement Form and UM IT Security Checklist are required.

Submit 1) Approved Request 2) Arrangement Form and 3) UM IT Security Checklist to the Department of Human Resources.