

SAMPLE
Flexible Work Arrangement Proposal

Date: Date
To: Supervisor name
From: Employee name
Subject: Request for a Flexible Work Arrangement

I am proposing a flexible work arrangement, in which I would work Tuesdays and Thursdays from 7 a.m. to 3 p.m, and maintain regular business hours – 9 a.m. to 5 p.m. – on Mondays, Wednesdays and Fridays.

I believe this schedule would be beneficial to our department. It would allow us to dedicate four hours each week to complete work, such as data entry, filing and writing reports, that you and I often agree to postpone due to multiple meetings and interruptions during regular working hours. I believe that being caught up on these functions will contribute to the general streamlining of operations.

I propose to carry out data entry on Tuesdays and do filing on Thursdays, and generate monthly reports on the third Thursday of each month. I would gather and prepare the documents to enter on Monday, close of business, and the paperwork to file on Wednesday, close of business. I would e-mail the department to see if anyone has new items to enter or file. I would proactively remind everyone to put their items to be entered or filed on my desk, so no one else has to keep track of my schedule. I would complete my other assigned duties during regular business hours.

I recognize that my leaving at 3 p.m. will leave my telephone line unanswered. I believe that this challenge can be overcome. I propose to put an outgoing message on my voice mail that promises a return phone call within twelve to 24 hours, so that callers know what to expect. I further propose to provide Ann S.'s name as a backup person in case of urgency (she has agreed to this.) You and Ann will both have my cell phone number in case anything comes up that cannot wait until the next day.

I suggest that we measure success of this work arrangement based on the quality and timeliness of the data-entry reports and the satisfactory completion of my other duties.

I suggest a trial period of 90 days after which we would meet to assess whether any changes are necessary.

I am open to your comments, and look forward to working to make this arrangement beneficial for everyone.
