



Human Resources
 175 Forest Street
 Waltham, MA 02452 USA
www.bentley.edu

FLEXIBLE WORK ARRANGEMENT REQUEST FORM

Please check one: **New request** **Request to continue or amend current arrangement**



Employee Name: _____ Manager Name: _____
 Employee Title: _____ Department: _____
 Date Request Submitted: _____



1. Please indicate the flexible work arrangement you are requesting:

- Reduced hours/part-time status
- Flextime (including Compressed Work Week)
- Telecommuting
- Other

If "Other," describe:

This form should be completed by any staff member requesting a flexible schedule. This form is not designed for use by individuals seeking scheduling modifications pursuant to the Family & Medical Leave Act (FMLA) and/or Americans with Disabilities Act (ADA). Such individuals should contact Human Resources for additional information.

What is the proposed schedule of the flexible work arrangement?

What is the proposed start date of the arrangement? Proposed end date (or open-ended)?

2. Describe how you plan to fulfill your job responsibilities under the proposed flexible work arrangement:

3. What possible challenges might your arrangement pose for:

- a. Your manager:
- b. Your customer(s) (both internal and/or external):
- c. Your co-workers:

4. Describe how you (and the University) might work together to overcome each of the above challenges:

5. Describe how you will maintain your flexibility for addressing emergency customer needs or other unexpected situations:

I understand that this flexible work arrangement is not an entitlement and Bentley may, in its sole and absolute discretion, grant or deny my request. I understand that this arrangement will be revisited on a periodic basis and reviewed to ensure that it is working for all parties involved. I understand that this flexible work arrangement may be changed and/or terminated by Bentley at any time for any reason. Whenever possible, and depending on the circumstance, Bentley will give up to 30 days' notice when terminating a flexible work arrangement. I also understand that this flexible work arrangement does not constitute a contract of employment and should not be construed as in any way altering my status as an "at will" employee.

Employee Signature: _____

Date: _____



Approved By (Manager Signature): _____

Date: _____

Date Arrangement Will be Reviewed: _____