

## 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: \_\_\_\_\_