

## FLEXIBLE WORKING ARRANGEMENTS AGREEMENT FORM

**EMPLOYEE NAME** (last, first, MI): \_\_\_\_\_

**EMPLOYEE ID:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**EMPLOYEE TITLE:** \_\_\_\_\_

**SUPERVISOR NAME:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**END DATE:** \_\_\_\_\_

### TYPES OF FLEXIBLE WORKING ARRANGEMENTS

<input type="checkbox"/> <b>Compressed workweek</b>	
<u>Step 1:</u> Indicate type of compressed workweek	<u>Step 2:</u> Indicate your schedule
<input type="checkbox"/> 10-hour work day for 4 days with one day off per week <input type="checkbox"/> 9-hour work day: <input type="checkbox"/> ½ day off once a week <input type="checkbox"/> full day off every other week	What hours will you work? _____  What is your off day? <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> SAT <input type="checkbox"/> SUN
<input type="checkbox"/> <b>Flextime</b>	
<input type="checkbox"/> Flexible start/end times for 8-hour work day: Start time: _____ am/pm      End time: _____ am/pm <input type="checkbox"/> Flexible Lunch Period <input type="checkbox"/> 30 minute lunch <input type="checkbox"/> 45 minute lunch	
<input type="checkbox"/> <b>Job sharing</b>	
Please note that additional approval and documentation may be required for this option. What days and hours will you work?  <input type="checkbox"/> Monday - Hours _____ <input type="checkbox"/> Wednesday - Hours _____ <input type="checkbox"/> Friday - Hours _____ <input type="checkbox"/> Tuesday - Hours _____ <input type="checkbox"/> Thursday - Hours _____ <input type="checkbox"/> Saturday - Hours _____ <input type="checkbox"/> Sunday - Hours _____	
Sharing the job (Employee Name and ID): _____	
<input type="checkbox"/> <b>Telecommuting</b>	
<i>Please note that the Telecommuting Agreement Form is also required for this option.</i>	

This document confirms that the Flexible Working Arrangements Agreement between the department and the employee is consistent with Institute policy.

1. Terms of Employment. The employee understands that this Flexible Working Arrangements Agreement is not a contract of employment between the Institute and the employee and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee's supervisor must approve overtime requests (for non-exempt employees) and use of leave time (for all employees).
2. Length of Commitment & Revocability. This Flexible Working Arrangements Agreement will begin and end on the dates indicated above, unless terminated sooner by the employee or employer. Should the employee or employer wish to terminate the agreement before the Flexible Working Arrangements end date indicated above, 14 calendar days advance notice is required. Employees / employers wishing to terminate the agreement in advance should complete a new Flexible Working Arrangements Agreement. Continuation of this agreement is subject to termination at any time if Institute or departmental goals are not being met. Exceptions to the 14 day cancellation may be approved on a case by case basis by the AVP of Human Resources.
3. Availability. Employee agrees to structure his or her time to ensure availability at required meetings or in order to perform assignments as designated by the supervisor that may conflict with the established Flexible Working Arrangements schedule. A department may require that the employee convert back to a 5 days/40 hours schedule during the week(s) they are to be available at required meetings or in order to perform assignments.
4. Holiday Schedule Considerations (while working Compressed Workweeks). Institute holidays are based on an 8-hour day. For this reason, when an official Georgia Tech holiday falls on an employee's 9- or 10-hour workday, only 8 of those hours can be charged as holiday. The remaining hour(s) must be taken as vacation or worked on another day during that workweek. Therefore, as a general rule – employees on a 4-day/10-hour schedule should revert to a 5-day/8-hour schedule for the holiday workweek only. For employees working a compressed schedule of 80 hours in a two-week period, if the holiday falls on one of their 9-hour workdays, they may either use one hour of vacation, work the hour on another day during that workweek or adjust their schedule (revert to a 5-day/8-hour schedule) for the two-week period.
5. Vacation / Sick Leave Considerations (while working Compressed Workweeks). Standard daily work hours (within a compressed work week schedule) will be charged when taking accrued vacation and sick leave. For example, an employee working 4 ten hours days, and having vacation or sick time falling within the compressed work week, will be charged 10 hours.
6. **By signing this agreement, the employee certifies that he / she has reviewed, understands and agrees to abide by the Institute's Flexible Working Arrangements policy, including, but not limited to, specific provisions addressing: (a) work hours and accessibility; (b) performance expectations; (c) revocability of the agreement.**

**ACKNOWLEDGEMENT**

Employee \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL**

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF APPROVAL**

HR Representative/HR Contact \_\_\_\_\_ Date \_\_\_\_\_

Original: HR Rep/HR Contact  
Copies: Supervisor and Employee