# Flexible Work Arrangement Request Form

Villanova University offers the opportunity for flexible work arrangements for eligible staff members who are not part of a Collective Bargaining Agreement.

In order to submit a flexible work arrangement request, please read and review the following:

* [**Staff Flexible Work Policy**](http://www.villanova.edu/content/dam/villanova/hr/documents/Pilot%20Staff%20Flexible%20Work%20Policy.docx)
* [**Staff Flexible Work Pilot Program**](http://www.villanova.edu/hr/flexible-work.html)

This form must be completed and returned to your direct manager/supervisor to initiate the request and review process.

Every request for a Flexible Work Arrangement will be evaluated on a case-by-case basis. For questions or concerns about your request, please contact the Office of Human Resources at 610-519-7900 or [hrfwp@villanova.edu](mailto:hrfwp@villanova.edu).

# Request Details:

|  |  |
| --- | --- |
| **Request for Flexible Work Arrangement** | |
| **Employee’s Name**:  Click or tap here to enter text.    **Employee’s Title**:  Click or tap here to enter text.    **University Email/Phone**:    Click or tap here to enter text. | **Supervisor’s Name:**   Click or tap here to enter text.  **College/Department:** Click or tap here to enter text.  **Date Completed**:    Click or tap here to enter text. |
| **Type of Requested Flexible Arrangement:**Choose an item. | |

**Request Period:**

* Start Date: Click or tap to enter a date.
* End Date: Click or tap to enter a date.

Indicate your current and proposed schedule with hours and location. If your proposed flexible arrangement hours and/or location could vary each week, please use the “Additional Comments” section to summarize your intended schedule.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CURRENT WORK SCHEDULE** | | | | | | **PROPOSED WORK SCHEDULE** | | | | |
|  | Work Location | **Hours**  **Start End TOTAL** | | |  | | WorkLocation | **Hours**  **Start End TOTAL** | | |
| Monday |  |  |  |  | Monday | |  |  |  |  |
| Tuesday |  |  |  |  | Tuesday | |  |  |  |  |
| Wednesday |  |  |  |  | Wednesday | |  |  |  |  |
| Thursday |  |  |  |  | Thursday | |  |  |  |  |
| Friday |  |  |  |  | Friday | |  |  |  |  |
| Saturday |  |  |  |  | Saturday | |  |  |  |  |
| Sunday |  |  |  |  | Sunday | |  |  |  |  |
| TOTAL HOURS | | | |  | TOTAL HOURS | | | | |  |

Additional Comments:

Provide the operational rationale associated with this flexible work arrangement request (including, but not limited to: increased productivity, decreased distraction, improved customer service, improved employee morale, more efficient use of space or equipment, enhanced work/life balance, etc.).

How will this arrangement align with the culture and collaborative spirit of our Augustinian community?

How will this arrangement sustain or enhance your ability to perform in your role and benefit the University’s operations?

What potential barriers might remote work create with students, coworkers, or other members of the Villanova community?

How do you suggest addressing the above barriers?

Describe how your performance will be measured under this flexible work schedule.