

# FLEXIBLE AND PHASED WORK PROPOSAL FORM



This proposal form is a useful tool in planning the implementation process for the option of your choice. It can help you think through the impact of your proposed changes on your work, work group and manager and plan ways to do your job more flexibly and efficiently.

Name

Job Title

Department

Date Request Submitted to Manager

Manager

## Flexible Option Requested

Extended Work

Phased Retirement

Patial Retirement

Collaborative Contract

Combination/Other (Please Specify)

## Describe your current schedule and your proposed schedule:

Days/Hours	Current Schedule		Proposed	
	On-Site	Off-Site	On-Site	Off-Site
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Total Hours</b>				

1. How might this proposed option allow you to maintain or improve your individual contribution?

2. What challenges could the proposed arrangement raise with your a) manager b) team or coworkers c) other colleagues and d) external contacts?

3. What solution(s) would you propose to overcome each the challenges raised in question 2?

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4. What deliverables and measurements (qualitative and quantitative) do you propose that you and your manager use to assess your performance?

5. What would be one or more warning signs that this arrangements isn't working?

## Manager Review

Proposed option is:     Approved         Declined         Modify and Resubmit

Effective beginning date:

Beginning:

Ending:                      (If option is time limited)

Reassessment date: