

## TISCH LIBRARY FLEXIBLE WORK ARRANGEMENT FORM

As stated in the Tisch Library Flexible Work Arrangements Policy, the library supports flexible work schedules as long as they adhere to policy guidelines. The form below covers requests for flextime and compressed workweek schedules. There is a separate [Tufts University Telecommuting Agreement](#) form to be used for requests for telecommuting. Please review the [University's Telecommuting Guidelines](#) regarding eligibility and requirements for telecommuting.

If you are requesting flextime or a compressed workweek schedule please complete form below.

### **Flextime:**

Flextime allows employees to set their own starting and quitting times within limits determined by management.

### **Compressed Workweek**

Compressed Workweek refers to working the equivalent of a full-time week in fewer than 5 days. The total number of hours worked must equal the number of hours per week the staff member is required to work. See appendix A for an example - guidelines for summer flex time for summer 2016.

Name _____	Date Submitted: _____
Title _____	
Department _____	
Current Status: <input type="checkbox"/> Full Time    or <input type="checkbox"/> Part Time <input type="checkbox"/> Exempt    or <input type="checkbox"/> Non-Exempt	
Start Date: _____                      End Date: _____	
(Period may not exceed 12 months. Renewals must be requested at least 30 days prior to end date.)	
Supervisor's Name _____	

<b><i>Type of Flexible Work Arrangement Being Requested:</i></b>	<input type="checkbox"/> Flextime <input type="checkbox"/> Compressed Workweek
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Current Work Schedule	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Requested Work Schedule	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

1. How will working under this arrangement allow you to maintain or improve your work performance?
2. How will you accomplish your job under the requested arrangement? Be specific.
3. What challenges will be presented by this arrangement and how do you propose to overcome them?
4. How might working under this arrangement impact your department and/or patrons? How will you address any concerns?

- 1.
- 2.
- 3.

\*If request is denied, please attach an explanation indicating the reasons.