

120 Inner Campus Dr., Stop G2500 • Austin, TX 78712-1252 • (512) 471-3285 • FAX (512) 232-1045

## College of Natural Sciences Flexible Work Arrangement Request Proposal

(100% remote outside the state of Texas)

**INSTRUCTIONS:** This form is used to request approval to establish a desired flexible work arrangement (FWA). The form is initiated by the employee and routed through the appropriate level of management for consideration. If there is agreement to the new work arrangement, the employee will be asked to sign an FWA Agreement which will outline expectations and requirements of both parties.

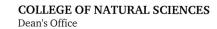
Ν	lame:	EID:
J	ob Title:	Supervisor:
D	epartment:	Effective Date of Change:
	Requests for accommodations to your work schedu must first be reviewed and approved by an ADA Co ada@austin.utexas.ed	pordinator in the Office of Inclusion and Equity
	I would like to work remotely 100%.	
	<ul> <li>My residence is located in (city/state</li> </ul>	·):
	<ul> <li>My hours of availability will be:</li> </ul>	
Cons	What (if any) aspects of the work are impacted I	at duties are capable of being performed remotely by remote work, and how might you address them te work might have on your optimal performance

## **COLLEGE OF NATURAL SCIENCES** Dean's Office



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	phone, Zoom/Teams du hoc communication tha	at occurs in person in		s, and otherwise.
	equipment and/or sof			•
do not currently h	ave, and/or tools you	will use to be effective	ve in having hybrid wo	rk settings.





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**Acknowledgement and Signature Approvals:** I have read the CNS guidelines related to Flexible Work Arrangements and understand supervisor approval is required for my request.

Employee Name	Date				
Employee Signature					
Supervisor					
Request Approved Request No	Request Not Approved				
Signature	Date				
Department Chair or Leadership					
Request Approved Request No	t Approved				
Signature	Date				
CNS Dean Vanden Bout					
Request Approved Request No	Request Approved Request Not Approved				
Signature	Date				
CNS HR Director					
Review/Comments:					
Signature	Date				

A signed copy will be retained in the employee's personnel file.