

# Flexible Work Request Form

It is a priority for UCF to be an employer of choice. As an organization, UCF and the Executive Management/Lead Team are committed to and support a flexible mindset to allow employees work/life balance through flexible work arrangements where possible. It is recognized that not all flexible workplace opportunities will be available to all employees based on work requirements and eligibility. Therefore, it is important that employees and supervisors engage in open dialogue to ensure understanding and clarity.

Eligibility requirements for Flexible Work Arrangements, including a Flexible Schedule and Remote Work, include:

- Employee must have completed at least 6 months of employment with UCF and have completed the 6 month review process; any exceptions must be approved by the UCF President.
- Employee must meet or exceed performance standards, including but not limited to acceptable attendance. Employees who have been issued corrective action or who are on a performance improvement plan may not be eligible for flexible work arrangements, in UCF's discretion.
- All employees are eligible to request flexible work arrangements; however, not all positions lend themselves to flexible work. Accordingly, an employee must be in a position that allows for the requested flexible work arrangement and meets UCF's business needs without causing any deficiency to UCF, as determined by UCF in its discretion.

Employee Information & Request	
Print Name:	Date of Hire:
Title:	Department:

To ensure business continuity, to facilitate communication and collaboration across the organization, and to meet UCF's business needs, UCF has core business hours of **10 a.m. to 3 p.m.** During this timeframe, flexible scheduling is restricted, and all employees will be scheduled to work. Alternative/Flexible work schedules as set forth below are determined and approved at the discretion of UCF.

Day	Start Time	Stop Time	Remote Work	Comments (alternate lunch schedule, etc.)
Monday			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Tuesday			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Wednesday			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Thursday			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Friday			Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Employee Rationale for Request (including personal & organizational benefits):**

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I understand that all flexible work arrangements, including flexible schedules and remote work are voluntary programs, unless specifically stated as a condition of employment. The ability to have a flexible work arrangement is a privilege, not a universal benefit or employee right. UCF has the right to offer flexible work arrangements to an employee, to approve and deny requests to have a flexible work arrangement, and to terminate a flexible work arrangement at any time and for any reason in its sole discretion. UCF also has the right to limit the number of employees who it allows to work a flexible work arrangement. Employees must adjust their flexible work arrangements as needed or directed by UCF to meet business and operational needs, *e.g.*, when UCF determines that an employee's physical presence is needed to attend meetings, such as, UCF All-Staff and other key meetings or events; or when UCF determines the operational needs require an employee to be present for a specific workday(s) or the standard workweek. Flexible work arrangements will be evaluated at least on an annual basis. All employees are required to document their time whether working or utilizing paid time off, such as vacation or sick time, the same as they would for non-flexible work arrangements.

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Employee Signature

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Date**Supervisor:**☐ Approved☐ Not Approved☐ Approved with changes:

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Signature

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Date**Executive Management/Lead Team Member:**☐ Approved☐ Not Approved☐ Approved with changes:

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Signature

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Date**Human Resources (Required for Remote Work):**☐ Approved☐ Not Approved☐ Approved with changes:

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Signature

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Date**HR Office Use:**☐ Payroll notified☐ Remote Work Agreement Executed (if applicable)