

## Northwestern University Flexible Work Schedule Agreement

Flextime allows employees to shorten or lengthen the normal work hours in order to yield the same 37.5 or 40 hour work week.

**Employee Name:** \_\_\_\_\_

**Manager/Supervisor:** \_\_\_\_\_

**Department/Unit:** \_\_\_\_\_

**Effective Period:** \_\_\_\_\_ **through** \_\_\_\_\_  
(date) (date)

This section is used to describe the type of flexible work arrangement that is being agreed upon, for example: "The employee will reduce her hours to 17.5 hours per week, which will be worked weekly on indicated days." Comments should also address any adjustment in pay, any special time off arrangements, required attendance at meetings and other commitments that the employee must continue to meet.

### Guidelines

**Pilot Period:** The arrangement will be piloted initially (*determine time frame for pilot*) so that both the manager/supervisor and the staff member may assess whether this arrangement is meeting the needs of the department.

**Not an entitlement:** An employee desiring a flexible schedule is not entitled to a schedule departing from their normal work schedule. If the presence of the supervisor is required, or if coverage of phone or visitor reception requires the employee's presence during the usual business hours, flexibility may be limited.

### Termination of the Flex-time Arrangement

Your supervisor in consultation with the Office of Human Resources reserves the right to end the flex-time arrangement at any time.

Under most circumstances, a reasonable notice period should be provided.