Flexible Working Arrangements

NOTE: This flow chart provides a generic flow that applies to the various types of working arrangements

Staff member

> 1. Request for flexible working arrangements

Supervisor

> 2. Review request

> 3. Discuss with unit/team

> 5. Communicate decision to staff member, unit/team and HR administrator

Head of office/division

> 2. Review request

> 4. Approval

> Yes

> NO

> Communicate decision to supervisor, who then informs staff member and unit/team