

Staff Flexible Work Policy

Frequently Asked Questions (FAQ)

How do I request a flexible work schedule?

Requests for flexible work arrangements should be initiated with your supervisor. [Guidance For Evaluating Staff Flexible Work Arrangement Opportunities](#) has been developed to assist supervisors in determining if your role is suitable for a flexible work arrangement. If your supervisor determines that your role is suitable for flexible work arrangement and you reach agreement on a flexible schedule, your supervisor will take your request to their leadership for approval. The Division of Academic Affairs /Office of the Provost has developed its own guidelines that supervisors and unit leaders must follow to process requests in academic and administrative units that report up to the Provost.

Am I required to complete a Staff Flexible Work Policy Agreement Form?

Yes, if an employee is approved to work a flexible work arrangement on a regular recurring basis, a [Staff Flexible Work Policy Agreement](#) form should be completed to document the approved flexible work schedule and signed by your supervisor and department head. A copy should be emailed to hr@slu.edu

If the University is closed,