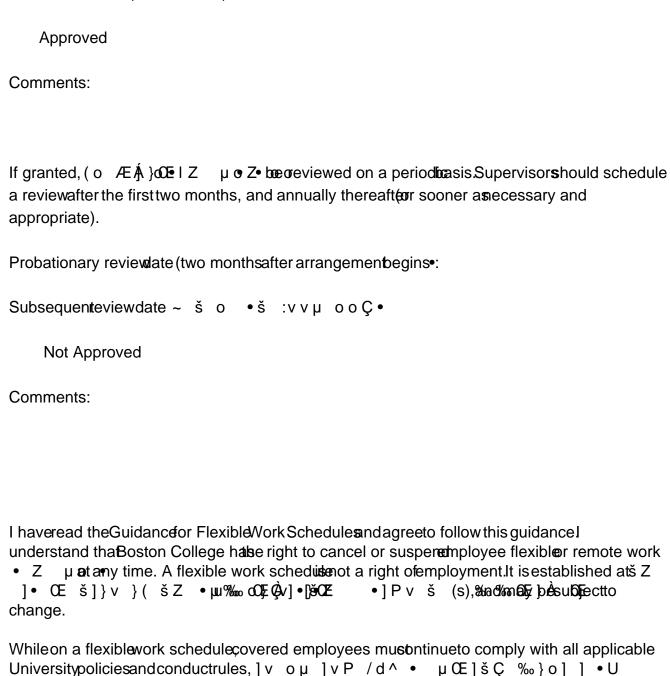
Boston College Human Resources

The following information should be completed by the employee and submitted to their direct supervisor.
ustification foryour flexiblework schedulæequestW
Requestedstart date:
Daysrequestingto work on campus: Pleasecheck off thedaysand hoursyouare requestingto work on campus. For example, Monday, 9:00am t 5:00pm.
Monday t Hours:
Tuesdayt Hours:
Wednesdayt Hours:
Thursdayt Hours:
Friday t Hours:
Saturdayt Hours:
Sundayt Hours:
Days requestinto work remotely: Please check off the days and hours you are requesting toOfwork} šFoor@xample, Tuesday, 8:00am t 4:00pm.
Monday t Hours:
Tuesdayt Hours:
Wednesdayt Hours:
Thursdayt Hours:
Friday t Hours:
Saturdayt Hours:
Sundayt Hours:

FOR VIE PESIDENTS, VICE PRIVOSTS,OR IDEANS



FOR HUMANESOURCES

Received by

Status:

Approved & Recorded

Denied

This form must belied with Human Resources; signed copyvill be returned to the area Vice President, Vice Provost, or Dean.