

# Do You Need to Fill Out a Flexwork Form?

**Do you plan to utilize flexible work options?**

No, I will not be using a flexible work option.

*No Flexible Work Forms Required*

Yes, I will use a flexible work option.

I'm requesting to use **Fulltime Telework** (aka remote work).

Where will you be working from?  
(Usually your home address)

I'm requesting to use **Flextime**, a **Compressed Work Schedule**, or **Hybrid Telework**.

I will work from within the Commonwealth of VA.

I will be working from outside of the Commonwealth of VA (including all other 49 states & international locations).

*Use the Flexible Work Agreement*



*Use the Fulltime Teleworker/ Remote Work Request*

# Flexwork Options

**Flextime:** An arrangement where an employee works any approved schedule that doesn't adhere to their traditional schedule (e.g. Monday through Friday, 8:30 a.m. – 5 p.m.). It may include varying the time of day, the days of the week, or both.

**Compressed Work Schedule:** An acceptable schedule agreed to by the supervisor and the employee that enables completion of the traditional forty (40) hours per week in fewer than five (5) full work days.

**Hybrid Telework:** An arrangement where an employee completes their work at both a university site and at an approved alternate site for an agreed upon period of time.

**Fulltime Telework:** A work arrangement where an employee spends most or all of their working hours outside of the traditional place of work. Full-time teleworkers work from their home or other agreed upon alternate campus or work site located away from the Mason campus, and their position is designed for off-site work. Visits to the campus are infrequent but can be regularly scheduled. There are two types of full-time teleworking options, Full-time In-State Telework and Full-time Out-of-State Telework (including working internationally). Full-time In-State Teleworkers are those that work remotely within the Commonwealth of Virginia. Full-time Out-of-State Teleworkers work remotely outside of the Commonwealth of Virginia, nationally or internationally.

**Combination:** Some combination of the above types. Please specify in schedule and business rationale sections.