

# FLEXIBLE WORK TYPES & FORMS

Use the table below to find the right flexible work form(s) for you and your employees.

Employee Type	Flexible Work Type	Form(s) to Submit for Approval
<b>Classified Staff</b>	<b>Full-Time Telework (Out-of-State)</b>	1. Supervisors submit: Mason's Out-of-State / International Worker Request 2. Employees submit: Commonwealth's Standard Telework Form
	<b>Full-Time Telework (In-State)</b>	<b>Commonwealth's Standard Telework Form</b>
	<b>Hybrid Telework (On and Off-Site)</b>	
	<b>Flextime (Fully On-Site)</b>	<b>Mason's Flexible Work Agreement</b>
	<b>Compressed Schedule (Fully On-Site)</b>	
<b>Administrative / Professional Faculty</b>  <b>OR</b>  <b>Non-Student Wage</b>	<b>Full-Time Telework (Out-of-State)</b>	<b>Supervisors submit: Mason's Out-of-State/International Worker Request</b>
	<b>Full-Time Telework (In-State)</b>	<b>Mason's Flexible Work Agreement</b>
	<b>Hybrid Telework (On and Off-Site)</b>	
	<b>Flextime (Fully On-Site)</b>	
	<b>Compressed Schedule (Fully On-Site)</b>	
<b>Instructional / Research Faculty</b>	<b>Full-Time Telework (Out-of-State)</b>	<b>Supervisors submit: Mason's Out-of-State/International Worker Request</b>
	<b>Full-Time Telework (In-State)</b>	<b>No Flexible Work Agreement is required</b>
	<b>Hybrid Telework (On and Off-Site)</b>	
	<b>Flextime (Fully On-Site)</b>	