

Flexible Work Arrangement Request and Agreement

Purpose: This document outlines the requirements and approval process for ASU employees requesting a flexible work arrangement or an out-of-state work assignment. It ensures compliance with employment laws, tax regulations, and university policies. <https://cfo.asu.edu/telecommuting-guidelines>

1. Work Arrangement Options (check all that apply):

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| <input type="checkbox"/> Hybrid Work: At least 60% on-site, with remote work options.

<input type="checkbox"/> Full Remote Work: Less than 60% on-site, requiring additional approvals. | <input type="checkbox"/> Out-of-State Remote Work (including international):

<input type="checkbox"/> If applicable – Working at an Official ASU Office
ASU Location: _____ |
|--|--|

2. Employee and Location Information:

Name:	Employee ID:
Dept. (Sup Org):	Job Title:
Hybrid/Remote Work Location and Address (required):	Email:
	Phone Number:

Business Purpose (required): _____

Requested start date:
End date (required for faculty):

Requested Hybrid Work Schedule (full week schedule, all locations):

Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday
Beginning Time					
Ending Time					
Location (if different)					

***Submission FWA for Hybrid/Remote requests** - Obtain the required approvals on the form, then submit the signed form as an attachment to the [Flexible Work Arrangement in Workday](#).
 ****For alternative work schedules** - Adjusted work hours (e.g., 4-day workweek, evening shifts), submit the ‘[Assign Work Schedule Calendar](#)’ in Workday.

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3. Confirmation and Understandings for Approval:

Employee Responsibilities:

- Review ASU's Flexible Work Arrangement policy ([SPP 306](#)).
- Complete and submit this request form to their supervisor.

Supervisor and Department Leadership Review:

- Assess feasibility, job responsibilities, and business impact.
- Ensure employees understand performance expectations and compliance requirements.
- Review and finalize any necessary revisions before approval.

Final Approvals Required:

- Flexible Work Arrangements: Supervisor and department leadership approval.
- Full Remote or Out-of-State Work: Dean and Executive Vice President approval (Via Workday).
- International Work: Additional review by Financial Services and the Office of General Counsel (via Workday).***

Approval:

Supervisor Name: _____ Signature: _____ Date: _____

Director/Chair Name: _____ Signature: _____ Date: _____

Dean Name: _____ Signature: _____ Date: _____

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****For alternative work schedules** - Adjusted work hours (e.g., 4-day workweek, evening shifts), submit the '[Assign Work Schedule Calendar](#)' in Workday.

*****International Location** - After obtaining required approvals, submit the signed form as an attachment to the [International Assignment Request](#) in Workday.