

# Employee Worksheets for Proposing a Flexible Schedule

Step 4: Your proposal. Write out the details for your formal proposal.

	Written Proposal
<b>1. Provide a detailed description of the duties/tasks for the job.</b>	
<b>2. List the hours/days for doing the work.</b>	
<b>3. Specify your availability beyond the proposed schedule.</b>	
<b>4. Recommend a specified trial period. Include how the work arrangement will be evaluated. Indicate how and when modifications will occur.</b>	
<b>5. Recognize possible concerns and provide responses/alternatives.</b>	
<b>6. Request a meeting to discuss your proposal after your supervisor has read it.</b>	