

Guidance for Alternate Work Arrangement Requests

| Reason for Request | Resource |
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| Disability | Contact University Disability Resources (UDR) about the Workplace Reasonable Accommodation Process |
| Personal health issue and/or are the primary caretaker for a family member(s) with health issues | Contact Your local Leaves Specialist or HR Office |
| Desire to work fully remote or other hybrid schedule that differs from current | Review the Flexwork Guidelines and contact your manager or local HR Office |
| Concerns about safely resuming on- campus activities | Review the Keep Harvard Healthy and EHS websites and contact your local HR office for information about safety measures that are specific to your department and workspace. |

A note about Flexible work agreements: A flexible work agreement is a proposal made by the employee to alter their work schedule from the default schedule required for the team. The proposal is approved at the manager's discretion. When reviewing flexible work requests, the manager will balance business need, job requirements, team equity and personal flexibility when assessing the request. There is no appeal process for requests that are denied. If your work or personal situation changes, you can re-apply. You must have written approval from your manager before you begin to work an alternative schedule. Until your request is approved in writing by your manager, you are required to work your standard schedule.