Here's a step-by-step guide to begin the process for requesting a flexible work option that will extend beyond August 2:

1. Think about and outline your proposal.

*(DON’T SEND THIS TO YOUR SUPERVISOR UNTIL AT LEAST STEP 4—YOU NEED TO TALK TO THEM FIRST):*

1. the ways that your suggested flexible work options **will meet the needs of your business unit and the university**, **as well as your needs as an employee;**
2. what kind of flexible work arrangement you are seeking or wish to continue, and for how long;
3. How your suggested flexible work options **will not interfere or detract from the delivery of services provided or the day-to-day operation of the department;**
4. If you have been working a flexible work schedule since the start of the pandemic, explain that you would like to continue to do so based on your **demonstrably satisfactory work**;
5. Anything additional you may need to continue or start a flexible work option (e.g., your office chair, etc.)
6. Send an email to your supervisor requesting to have a conversation regarding your desired flexible work schedule.
7. In this meeting, discuss the proposal you have prepared. Keep the conversation calm and respectful; your supervisor is probably still trying to figure out how this will all work—and may even be a USA member, like you!
8. Follow up your conversation with your supervisor with a respectful email documenting your request and proposal. Schedule additional conversations, if needed.
9. If your supervisor is amenable to your proposal, continue to work out the details and implementation of your proposed flexible work schedule.
10. If your supervisor refuses to meet, refuses to engage in a conversation about it, or unreasonably denies your request, reach out to your steward, or contact USA.