

Worksheet 4

Responding to an FWA request

After you have had the discussion with the staff member about their FWA request and you are ready to make an informed decision you can follow the options below to determine the next steps.

Option 1: Approving a request

If you have decided to approve the FWA request, have both parties sign the [FWA agreement form](#), file it with your Executive/Administrative Office and begin implementation of the agreement. Be mindful that your decision to approve the staff members' FWA request doesn't adversely affect other staff on your team and satisfies the operational needs of the Department/Office.

Option 2: Declining a request

If you have enough information to decline a FWA request, it is recommended that you provide the staff member with a clear explanation of your reasons. The staff member has the option to make revisions to the original request if more clarification is needed. Additionally, the staff member can revisit making a request if the current timing is not appropriate for availing of FWA.

Option 3: Incomplete or unclear request

If you have assessed a FWA request and you are uncertain to whether approve or decline the request at this stage, consider having a meeting with the staff member to discuss the specific areas of concerns that you may have:

- What evidence would you need to measure the success of a proposed arrangement? What are your expectations of the arrangement?
- What performance objectives must be met (e.g. qualitative, quantitative outputs)? What will be your timeline for review of the FWA agreement?

After considering the previous questions, an incomplete or unclear proposal can be either declined or approved after some modifications. Remember you may consider approving the request on a trial period.



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