Before approaching your supervisor with your request, be sure to:

• Check the FWA toolkit and resources on the HR Portal
• Review the FWA options and eligibility in ST/SGB/2019/3 and ST/IC/2019/15
• Choose the FWA option that best suits your work-life
• Speak with your HR Partner/Business Partner to help clarify any questions you may have
2 Request

Once you have decided which FWA option best suits your situation:

• Arrange a meeting with your supervisor to discuss the FWA request

• Discuss the terms including responsibilities and expectations on the delivery of work

• Suggest how work will be monitored and measured

• Stress the importance of two-way communication should any challenge arise

If your request is approved:

• Fill out the FWA agreement form found on the HR Portal

• Once signed by you and your supervisor, submit a copy of the FWA agreement form to your Executive/Administrative Office
After your FWA request has been approved:

• Consider a trial period so that you and your supervisor can work collaboratively in implementing the new work arrangement

• Communicate regularly on the progress made towards your outputs and potential setbacks

• Seek regular feedback on performance

• Recognize that the successful implementation of FWA is a two-way process