

This checklist should be used when a Flexible Work Arrangement (FWA) request is received from a staff member. It details supervisor considerations when assessing whether a Flexible Work Arrangement (FWA) request is possible.

|                           |  |
|---------------------------|--|
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| Division/Faculty          |  |
| Supervisor Name           |  |
| Date FWA received         |  |
| Date Assessment Completed |  |

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|---|--|--|
| change to be able to support the request?                                     | Hours and workflow, time management, technology, responsibilities for staff, level of supervision, the need for flexibility if work demands require. |  |
| What is the impact to service delivery?                                       | Are students or stakeholders negatively impacted in any way?   |  |
| What flexible work arrangements are already in place with others in the team? | Will you be able to accommodate the request based on FWAs already in place?  |  |

What changes (if any) are required to applicant's current work practice? Are there alternative

options that could be considered? Think of other flexible work arrangements available – would this suit your staff member's needs whilst

