

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.

Division/Faculty	
Supervisor Name	
Date FWA received	
Date Assessment Completed	

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

