



This job aid outlines the process for an Employee to request a Flexible Work Arrangement. The request should be submitted when using a Flexible Work Schedule.

The request must comply with [System Regulation 33.06.01 Flexible Work Arrangements](#), Texas A&M University-Kingsville rules and/or standard administrative procedures. All parties should consult member rules, standard administrative procedures or guidance on justification, attachments or other information to support the approval process.

. Use this type when you would like to request adjusted hours and days that differ from your original schedule.

You and your Manager will receive an email notification when the Flexible Work Arrangement is approved.



