

Subject: Instant HR & Payroll: Summer @ Mason Flexible Work Information
Date: Monday, May 21, 2018 at 10:00:01 AM Eastern Daylight Time
From: Ashley M Hill (sent by Human Resources & Payroll List <HR-PAYROLL-L@listserv.gmu.edu>)
To: HR-PAYROLL-L@listserv.gmu.edu
Attachments: image001.png, image002.png, image005.jpg, Summer@MasonFlexWorkFlyer.png



Flexible Summer @ Mason runs from Sunday, May 27, 2018, to Sunday, August 19, 2018, this year.

During this time, supervisors are strongly encouraged to allow their faculty and staff to integrate flexible work opportunities into their schedules, if and when possible. While flexible work options are encouraged throughout the year, summer is a perfect time to make it happen!

To participate:

Visit flexwork.gmu.edu for information about different types of flexwork

Complete the Summer @ Mason Flexwork Agreement found at <https://flexwork.gmu.edu/forms/>

Submit the completed agreement to Christina DiCicco at cdicicco@gmu.edu.

Please remember, the Commonwealth DHRM requires full-time state employees work a full 40 hour work week.

For a legend of the header icons, [visit the Instant HR & Payroll legend page.](#)