



Human Resources & Payroll  
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030  
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**FLEXIBLE SUMMER @ MASON**  
 June 18, 2017 - August 12, 2017  
 Abbreviated FlexWork Agreement

**GENERAL INFORMATION**

\_\_\_\_\_  
 Employee (please print)

\_\_\_\_\_  
 G Number

\_\_\_\_\_  
 Employee Job Title

\_\_\_\_\_  
 Department

FLSA Status: (classified staff only):       Non-exempt (Overtime eligible)       Exempt

Employee Type:       Classified       Administrative/Professional Faculty  
 Non-student wage

Primary Work Location:       Fairfax       Arlington       Science & Tech       Loudoun  
 Other (Please describe (e.g. Herndon, Front Royal, etc. \_\_\_\_\_))

**FLEXWORK TYPE**

*Check all that apply and complete a sample schedule below (attach a page if necessary).*

Compressed Schedule

Flextime

Telework

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					

Teleworking Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Employees participating in Flexible Summer @ Mason are doing so under the terms of the Flexible Work Policy, #2202. Signing this abbreviated agreement binds the employee/supervisor to the terms and conditions of the complete telework agreement. Agreements will be valid beginning 6/18/17 and ending 8/12/17. For more information on FlexWork options, as well as Flexible Work policy, procedures, and forms, please see <http://flexwork.gmu.edu/>.*

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor/Manager Signature

\_\_\_\_\_  
 Supervisor/Manager Name (please print)

\_\_\_\_\_  
 Department Head or Dean Signature

\_\_\_\_\_  
 Department Head or Dean Name (please print)