

## **Working From Home** <sup>[1]</sup>

CU's Alternate Work Arrangement <sup>[2]</sup> policy allows employees to work off site and adapt their schedule if their managers and department heads permit them to do so.

Understand guidelines for Alternate Work Schedules <sup>[3]</sup>.

### **Schedules**

- You and your supervisor will work together to establish your schedule.
- You'll be required to document your work hours and record the proper leave designation in My Leave for any time off regardless of work schedule.
- If you're eligible for overtime, your supervisor must authorize those extra hours before you work them.

### **Required documentation**

Complete the Alternate Work Agreement form <sup>[4]</sup> and submit it to your supervisor and appointing authority (department head) before you begin your arrangement. HR will keep a final copy for reference.

**Please note:** Only those employees currently working out of state or on an alternate schedule should fill out the alternate work agreement if they have not already done so.

#### **Groups audience:**

Employee Services

#### **Right Sidebar:**

ES: Alternate Work Arrangement

ES:HR - Campus HR Contact Information

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**Source URL:**<https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/working-cu-system/working-home>

#### **Links**

[1] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/working-cu-system/working-home>

[2] <https://www.cu.edu/ope/aps/5026> [3] <https://www.cu.edu/doc/flexible-schedule-2020-v-2pdf>

[4] <https://www.cu.edu/docs/flexible-work-arrangement-form>