**Flexible Work Arrangement (FWA) Agreement**

**BETWEEN**

**McGill University**

688 Sherbrooke Street West, Suite 1520

Montreal, Quebec, H3A 3R1

(hereinafter the “**Employer**” or “**McGill**”)

**AND**

**INSERT EMPLOYEE’S NAME**

(hereinafter the “**Employee**”)

**AND**

**INSERT UNION’S NAME**

(hereinafter the “**Union**”)

 (hereinafter collectively referred to as the “**Parties**”)

**Whereas**  the **Employee** submitted a FWA request on INSERT DATE;

**Whereas**  the **Employee**’s immediate supervisor is in agreement with the FWA request;

**Whereas** the FWA request requires changing the working conditions provided in the collective agreement (INSERT ARTICLE);

**THE PARTIES AGREE AS FOLLOWS**:

1. From INSERT DATE to INSERT DATE, the alternative schedule will be as follow:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Start Time | Lunch Start Time | Lunch End Time | Finish Time | Total Number of Hours |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |

1. The **Employee** understands that any additional hours involving overtime, at any workplace, must be approved in advance by the immediate supervisor;
2. The **Parties** agree that all obligations, responsibilities, terms and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement;
3. The Parties acknowledge that this agreement may be modified or terminated at the request of the **Employer** or the **Employee** with a 30-day written notice. This notice period can be shortened with the agreement from the **Employer** and the **Employee**;
4. The **Parties** hereby acknowledge that the present **Agreement** shall not constitute an admission of liability on the part of the **Employer** or the **Employee**, any such liability being hereby expressly denied by the **Parties**,nor shall it constitute a precedent of any kind;
5. The **Parties** have expressly required that the present **Agreement** be drafted in the English language. *Les parties ont expressément exigé que la présente Reçu, Quittance et Transaction, soit rédigée en anglais*.

**IN WITNESS WHEREOF,** the **Parties** hereinafter have signed in Montreal, pursuant to the dates mentioned hereinafter.

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INSERT EMPLOYEE’S NAME DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

INSERT MANAGER’S NAME DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

INSERT UNION’S REP NAME DATE

*\*\* HR Advisors or Direct Service Representatives are responsible for finalizing the document and getting all the signatures. Once the agreement is fully signed please send a copy to all parties via e-mail copying central HR at FlexWork@mcgill.ca.*