Employee Requests and Expectations

Cornell embraces the use of workplace flexibility where appropriate to support the wellbeing of our employees and achieve our workplace goals. Although not every position can take advantage of these arrangements, there are often a variety of ways that flexibility can be customized to work for both the department and the individual.

Learn about the request process and talk with your supervisor or HR representative to see if one of the arrangements below might apply to your position.

Types of Flexible Work Arrangements

- **Alternative Work Schedule** – a variation from the employee’s core hours in starting and departure times, but does not alter the total number of hours worked in a week.
- **Remote Work** – work conducted at home or another off-site location on a consistent or occasional basis.
- **Compressed Work Schedule** – a traditional 35-40 hour workweek is completed in less than the standard number of workdays (typically 5).
- **Job Sharing** – a form of regular part-time work in which two people share the responsibilities of one regular, full-time position.
- **Occasional Use Flexibility** – temporary change to start/end times or a work location that is agreed upon between a supervisor and an employee.
- Reduced schedule options such as phased retirement, part-time or partial year appointment, medical leave/disability-related schedule adjustments, etc. all integrate flexible work practices.