

HR023.1 Flexible Work Procedure

Policy Type: Administrative/Operations
Revision Date: April 1, 2022

Training Required: No

Procedure

Step 1

Complete the e-learning module on [Rebel Learn](#): HR023 Flex Work Policy.

Step 2

After reviewing the module, complete the quiz for the material covered. A 70% passing grade is required to be eligible for a flexible work schedule.

Step 3

Once employee successfully completes all the components of the module, employee will get a certificate of completion. Employee will need to save/print a copy of the certificate.

Step 4

Complete the [HR023.2 Arrangement Agreement Form](#).

Step 5

Submit both the certificate of completion and the [Arrangement Agreement Form](#) (signed by employee and employee's supervisor/chair) to [Kirk Kerkorian School of Medicine at UNLV HR](#).

Step 6

Additional Guidance

For information regarding Kirk Kerkorian School of Medicine at UNLV specific restrictions and