



THE GEORGE  
WASHINGTON  
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WASHINGTON DC

## MEMORANDUM

**TO:** Deans, Chairs, and Department Heads

**FROM:** John F. Williams, MD, EdD, MPH  
Provost and Vice President for Health Affairs

**RE:** Flexible Work Arrangements

**DATE:** February 27, 2008

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The University permits the use of flexible work arrangements. The Flexible Work Arrangements Policy requires that there be a written agreement between the university and the employee. All such arrangements require my approval. On a periodic basis I want to review all such arrangements. Please forward copies of any approved forms or memorandums to my office. If after reviewing the policy, you feel you have a flexible work arrangement in place, without approval, please submit completed forms for immediate review. You will find the policy at <http://my.gwu.edu/files/policies/FlexibleWorkFINAL.pdf>

OFFICE OF THE  
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AND  
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HEALTH AFFAIRS

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