



## Teleworking and Flextime

### Policy Statement

This policy follows the University System of Georgia (USG) Business Procedures Manual except where identified in the section labelled UGA Procedures below. All employees should adhere to the full Business Procedures Manual in addition to the UGA Procedures. Please use [this website](#), also listed below, to submit teleworking and/or flextime requests.

Refer to USG's Teleworking/Flextime Policy:  
[www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_Teleworking.Flextime\\_Policy\\_Employment\\_.pdf](http://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Teleworking.Flextime_Policy_Employment_.pdf)

### UGA Procedures

Please use [this website](#), also listed below, to submit teleworking and/or flextime requests.

### Record Retention

N/A

### Related information

[Teleworking/Flextime Agreement Form](#)

[Teleworking Self Assessment](#)

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President for Human Resources

**Policy Owner:** University Human Resources, Workforce Engagement

**Policy Contact:** Senior Director, Workforce Engagement [Choose an item.](#)

**Contact Information:** [HRWeb@uga.edu](mailto:HRWeb@uga.edu) or (706) 542-2222

### Policy Dates

Effective Date: 5/18/21

Date Last Updated: 4/12/23

