



Teleworking/Flextime Policy

Policy Statement

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

UGA Procedures

General Information

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

Links

[Teleworking/Flextime Agreement Request](#)

[Teleworking Self Assessment](#)

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: [Human Resources](#)

Policy Contact: Sige Burden

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Policy Dates

Effective Date: 05/14/2021

Date Last Updated: 05/24/2021