An Alternative Work Assignment (AWA) is a discretionary agreement between Brown University and an employee that may include modifications to a work schedule, work location, and other arrangements that differ from a department’s usual operating standards and practices.

Request an AWA
1. Enter all or part of request alternative work assignment in the Search bar in Workday
2. Enter start and end dates for your AWA
   
   **Note: Proposed End Date is optional**

2. Select the **Type** for the AWA based on your job classification. Refer to the detailed information below or the help text in Workday regarding the **Type** definitions for each:

   - **Consolidated Work Week**: a traditional 37.5-hour, five-day workweek that is lessened to fewer than five days of work
   - **Flexible Schedule**: an alternative schedule that allows a staff member to work outside traditional hours (8:30-5:00 PM) based on staff needs within set parameters approved by a manager
   - **Remote Work**: based on your position classification, select the preferred number of days and days of the week for your remote work
3. Finally, complete the days of the week based on the **Type** chosen

   **Note:** For a multiple AWA request (i.e., Remote Status + Compressed Work Week), an AWA must be completed for each request

4. Select **Submit**

5. Once submitted, two additional steps will appear in your Workday Inbox:
   - Complete the attestation statement. Note that if the attestation statement is not completed, the process **will not route for approval**

6. Once these steps are completed, the AWA routes to your manager, HR Business Partner, and University Human Resources (UHR) for approval based on the type of AWA selected

**Manage Multiple AWAs**

You’re required to have more than one AWA for multiple types of concurrent AWAs (i.e., remote + flexible)

- **AWA#1-Remote**
  Request AWA for Remote 3 days (Monday, Wednesday, Thursday)

- **AWA#2-Flexible**
  Request AWA for Flexible Schedule (7:30 a.m. to 4 p.m.)

**End an AWA**

To modify an existing AWA you must end the current AWA and create a new one. Follow these steps to end an AWA:

1. Select **Profile** under the profile icon on your homepage
2. Under Job, the **Alternative Work Assignments** tab will display
3. Select **End** and enter an **End Date**
4. Select **Submit** to complete the process
Additional Reminders

1. Users may end their AWA at any time; enter **End My Alternative Work Assignment** in the Search bar and complete the steps.

2. Short term changes to schedules **do not require** submitting a new AWA; discuss any minor changes with your supervisor (i.e., changing days of the week).

3. Once approved, the AWA resides in your **Worker Profile (1)** under **Job (2)** and **Alternative Work Assignments tab (3)**.

4. For more information about AWAs, review Brown’s AWA Policy 08.10.05 [here](#).