



# OCP Fall Plan Staffing Workflow

- ### Flexible Work Schedule Roles
- **Initiator** – can be anyone as long as they have all the required information
  - **Direct Supervisor/Manager**
  - **Approver 1** – optional, department can decide. Recommendation – next level manager up
  - **Approver 2** – optional, department can decide. Recommendation – Unit Head or MAG member

- ### Flexible Work Arrangement Roles
- **Initiator** – can be anyone as long as they have all the required information
  - **Direct Supervisor/Manager**
  - **Approver 1** – MAG Member
  - **Approver 2** – Flexible Work Liaison, Myrene Abot (mvabot@ucdavis.edu)