

## Temporary Flexible or Predictable Work Schedule Request Form Request for Accommodation under the Berkeley Family Friendly and Environment Workplace Ordinance

The Berkeley Family Friendly and Environment Friendly Workplace Ordinance (BFFEWO) allows an employee the right to request a flexible or predictable work schedule, who is employed within the geographic boundaries of Berkeley. Please complete the form below to request a temporary flexible or predictable work schedule arrangement.

### Step 1

Please review Workplace Ordinance FAQs on [mypgebenefits.com](http://mypgebenefits.com)

### Step 2

Complete this request in its entirety for a temporary flexible or predictable work arrangement. The information contained in your request will be reviewed and analyzed by the Accommodations Team, and the information will be shared with your supervisor.

### Step 3

If you are requesting a temporary reduced schedule to care for a family member with a serious health condition a, you may also be eligible for leave under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). Please call Sedgwick at **1-855-732-8217** to request a leave of absence. **Note:** if you are requesting a continual leave or an unplanned, intermittent leave, this is not the correct form to complete. Please complete the medical certification form provided in your leave of absence package by Sedgwick.

### Step 4

Prior to submitting this form, you must notify your supervisor of your request for a temporary flexible or predictable work arrangement.

### Step 5

Return this completed request form to the Accommodation Team by email or fax. You will be contacted by the Accommodations Team to discuss your request. You will be notified if additional documentation is required or if your forms are incomplete or insufficient.

**Accommodations Team Email:**  
[Accommodations-Req@pge.com](mailto:Accommodations-Req@pge.com)

**Accommodations Team Confidential Fax:**  
925-459-6124

### Important Information:

- PG&E's ability to provide the requested temporary work arrangement will be based on business operational needs.

### The Genetic Information Nondiscrimination Act of 2008

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or an individual's family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Temporary Flexible or Predictable Work Schedule Request Form**  
**Request for Accommodation under the Berkeley Family Friendly and Environment Workplace Ordinance**

<b>Employee Name (Print):</b> _____	<b>Personnel Number:</b> _____
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**Request Section - to be completed by employee**

**Requested Beginning Date of Schedule Change:** \_\_\_\_\_

**Ending Date of Schedule Change:** \_\_\_\_\_  
*(maximum of 12 weeks)*

**Describe the temporary flexible or predictable work arrangement you are requesting:**

By signing below, I certify that the statements made in this request are accurate and correct and that I am employed within the geographical boundaries of Berkeley and am requesting a temporary flexible or predictable work arrangement under the Berkeley Family Friendly Environment Workplace Ordinance. Further, I agree to participate and cooperate in the discussion so that the company can make a decision regarding my request in a timely manner. I understand that if I do not provide the requested information, my request for a temporary flexible or predictable work arrangement may be denied.

Falsification of any information in this process would be a violation of PG&E's Code of Conduct and may be subject to disciplinary action up to and including termination.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_