Job Sharing Proposal

Employee Information

Employee Name 1	
Employee Name 2	
Department	
Position/Role	
Current Role Description	
Summary	
lab Charing Arrangement	
Job Sharing Arrangement	
Proposed Working Pattern	
Division of Responsibilities	
Benefits & Justification	
For Employees	
For Organization	
For Organization	

Communication & Handover

Challenges & Solutions		
Anticipated Issues		
Proposed Solutions		
Approval		
Manager Name		
Date		