



# Flextime Request Form

As an alternative to the standard 7:30 a.m. to 6:00 p.m. workweek, employees may request a flex-time work schedule under which employees normally begin their workdays anytime between 7:00 a.m. and 9:00 a.m. daily on the hour or half hour. Supervisory approval for a specific flextime work schedule is required in advance; the schedule must accommodate the requirements of the department. Flextime is not a right but a business arrangement. No employee is entitled to flextime and approval of the arrangement is the sole discretion of the supervisor.

## EMPLOYEE INFORMATION

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

BEGINNING DATE OF FLEXTIME: \_\_\_\_\_ END DATE: \_\_\_\_\_

## REQUESTED SCHEDULE

DAY	FLEXTIME		PART-TIME	
	Start Time	End Time	Start Time	End Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

## **CONDITIONS OF THE FLEXTIME ARRANGEMENT:**

- The employee must adhere to the selected alternative work schedule; no changes will be allowed unless approved in advance by the supervisor.
- The employee must maintain the expected quantity and quality of work.
- The employee must maintain acceptable attendance.
- If at any time the employee requests a return to a standard work schedule, the supervisor may grant the request, in his or her discretion.
- If the employee fails to comply with the Alternative Work Schedule Agreement he or she will be returned to the standard work schedule for the department and may be subject to disciplinary action.
- From time to time, it may be necessary for a supervisor to make adjustments to the employee's alternate work schedule. The supervisor should provide the employee with reasonable notice of the change whenever possible.

*I, the undersigned employee, fully understand the aforementioned conditions of the flextime arrangement.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SUPERVISOR REVIEW**

**Approved**      **Denied** | PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date