

# Flexitour Work Schedule Request

U.S. Department of Housing and Urban Development

Employee's Name:	Organization Name:	Date of this Request (must be submitted at least 3 workdays prior to the start of the pay period in which the change takes place):
Employee's Signature:	Date of last work schedule change:	Proposed Effective Date (the beginning of a pay period):

The designated flexitour schedule constitutes a fixed arrival time within the flexible hours of 7:00 a.m. - 9:30 a.m., Monday through Friday. This schedule must be adhered to for a minimum of 2 consecutive pay periods.

	Arrival Time	Departure Time
Current Work Schedule:	_____	_____
Proposed Flexitour Work Schedule:	_____	_____

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Supervisor's signature & date:	Effective date:	Next work schedule change may be made no earlier than:

### Record of Flexitour Schedule Deviations

This Record is retained in the employee's time and attendance folder. In an emergency, an eligible employee may be approved a one day deviation in arrival time, not to exceed the limits of one (1) per pay period, provided that the 8-hour workday requirement is met.

Date of Deviation	Start Time	Date Approved	Supervisor's Signature