

## Flex-Time

As an alternative to the standard 8:00 a.m. to 5:00 p.m. (7:30 a.m. to 4:30 p.m. summer hours) work week, 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 flex-time work schedule is required in advance; the schedule must accommodate the requirements of the department. Flex-time is not a right but a business arrangement. No employee is entitled to flex-time and approval of the arrangement is the sole discretion of the supervisor.

### Flex-time Request/Agreement

It is understood that prior approval for a flex-time work schedule is required, including any subsequent changes to a previously approved flex-time schedule. Approval is the sole discretion of the supervisor and, if approved, may be modified or discontinued at any time. The employee may also request to discontinue an approved flex-time schedule at any time.

NAME: \_\_\_\_\_

CURRENT WORK HOURS: \_\_\_\_\_

REQUESTED WORK HOURS: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

**BASIS FOR REQUEST:**

*(Describe the basis for your request as it relates to the compatibility of your job with an alternate schedule and the impact on the business needs of your work unit, such as your workload, responsiveness to customers, impact on co-workers, and staff coverage in the unit.)*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ Request is approved and effective on: \_\_\_\_\_

\_\_\_\_\_ Request is declined

**BASIS FOR DENIAL (if needed):**

*(Describe the basis for the denial as it relates to the compatibility of the job with an alternate schedule and the impact on the business needs of the work unit, such as persons workload, responsiveness to customers, impact on co-workers, and staff coverage in the unit.)*

SUPERVISOR SIGNATURE: \_\_\_\_\_

Original to Office of Human Resources for personnel file. Copies to employee and supervisor.