Flex Time Work Schedule Agreement

This request must be made annually and a form is required on file by September 15. Open ended dates are not acceptable.

Employees may request starting times up to one hour before the regular shift start time or one hour after with a lunch break of 30, 60 or 90 minutes. Operational need will be the primary determining factor with regard to evaluation of flex time work schedule requests.

Employee: ____________________________________________
Department: __________________________________________
Flex Time Schedule: ____________________________________
Lunch Time: __________________________________________
Effective Date: ________________________________________
End Date: _____________________________________________

How will office be staffed to maintain core operating hours:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Flex time must not result in a diminution of services rendered by a department.

Supervisor Signature/Date: _______________________________  □  □
Dean/Director’s Signature/Date: ____________________________  □  □
Vice President’s Signature/Date: ____________________________  □  □

Please forward completed form to:
Payroll Office
Kehoe 904

Comments: __________________________________________________________________________