Application for Requesting Flex Time

Instructions for filling out this application are on the back.

I. Name _________________________________ Employee ID # _______________________

   Date Submitted: _________________________ Date Effective: _______________________

   New Policy    Changing Policy    Canceling Policy

II. Type of Flex Time: (check one)

   _____ Peak-Hour Flex Time . . . From _____ to _____

   _____ Adjusted Lunch Period . . . Work from _____ to _____ Lunch from _____ to _____

   _____ Compressed Workweek Option A . . . 4-hour day _________________

   _____ Compressed Workweek Option B . . . 4-hour day _________________

   Explain Schedule: ___________________________________________________________

      _______________________________________________________________________

      _______________________________________________________________________

      _______________________________________________________________________

      _______________________________________________________________________

III. This section is to be filled out by your supervisor.

   Approve    Disapprove    Revoke

   Date _________   Date __________   Date __________

   If you are disapproving or revoking this employee’s flex time, please explain:

      _______________________________________________________________________

      _______________________________________________________________________

      _______________________________________________________________________

      _______________________________________________________________________

Employee’s Signature   Date   Supervisor’s Signature   Date
Instructions

To the Employee:

Part I.
Fill in the appropriate information on the first four lines. If you are submitting this application for the first time, check “New Policy.” If you are changing your flex-time schedule, check “Changing Policy;” or if you are canceling your current flex-time schedule and not signing up for a new one, check “Canceling Policy.”

Part II.
Check the flex-time schedule you would like to work.

• Peak-Hour Flex Time . . . This flex-time schedule shifts your daily work schedule while still working an 8-hour day. For instance, instead of the normal 8-5 day, you could work from 7:00-4:00, 7:30-4:30, 8:30-5:30, 9:00-6:00, etc. It is important to remember that the level of university services must be maintained during peak hours, which are 9:00 to 4:00. Your supervisor will need to coordinate your schedule with other flex-time participants to ensure ample coverage during these hours. **Indicate the hours you would like to work.**

• Adjusted Lunch Period . . . This flex-time schedule allows you to adjust the length of your lunch break, while still working an 8-hour day. It is important to remember that the level of university services must be maintained during peak hours, which are from 9:00 to 4:00. Your supervisor will need to coordinate your schedule with other flex-time participants to ensure ample coverage during these hours. **Indicate the hours you would like to work and the hours you would like to take for lunch.**

• Compressed Workweek . . . The compressed workweek schedule consists of two options, A) four, 9-hour days and one, 4-hour day, allowing employees to work a 40-hour week or B) eight, 8 1/2-hour days and one, 4-hour day, allowing employees to work 80-hours during a two-week period. Option B is limited to employees who are exempt from the FLSA. Individuals interested in working either option will have to coordinate with their supervisor to determine which day to work a half-day. Supervisors will need to set up a calendar with all flex schedules to ensure that peak hours are covered every day and that half days are rotated fairly. **Indicate the day you would like to work four hours.**

After filling out Part II, you should sign and date the form, then give it to your supervisor, who will fill out Part II. After signing and dating the form, the supervisor should give you a copy and file the original.

To the Supervisor:

Part III.
If you accept the schedule for which this employee is applying, check “Approve.” If you do not and you check “Disapprove,” you are required to give an explanation in the space provided. If, after approving a flex schedule, you feel you need to revoke an employee’s flex schedule, check “Revoke.” You are required to give an explanation in the space provided. After signing and dating the form, give a copy to the employee and file the original.