

FLEXTIME SCHEDULE REQUEST

Name: _____ Department/Position: _____

_____ Hourly
_____ Administrative

1. *Flexible Work Hours Schedule* - This schedule works 8 hours per day, five days per week, with variable hours. Example: 9:00 a.m. to 6:00 p.m. (1 hour lunch)

Start Time: _____ a.m. End Time: _____ p.m.

2. *Compressed Workweek* - This schedule works additional hours per day with less days per week. Examples: 4 workdays @ 10 hours per day, (Example: 6:30 a.m. to 5:00 p.m.) with 1 day off per week; or 4 workdays @ 9 hours and one workday @ 4 hours with 1/2 day off per week.

Start Time: _____ a.m. End Time: _____ p.m. (_____ hours per day)

4 hour day - if part of schedule: Start Time: _____ a.m. End Time: _____ a.m./p.m.

Please note which day of the week will be taken as flex day (Note: This must be consistent from week-to-week.):

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

3. *Variable Workweek* - This schedule works additional hours per day with less days per two-week period. Example: 8 workdays @ 9 hours and 1 workday @ 8 hours and one day off per two-week period.

Start Time: _____ a.m. End Time: _____ p.m.

Short Day: Start Time: _____ a.m. End Time: _____ p.m.

Please note which day of the week will be taken as flex day (on a biweekly basis):

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Flextime schedule will begin on _____ and end on _____. (Use this blank only if the flextime schedule is for a specific period of time.)

I understand that hourly employees working a compressed or variable workweek will only be eligible for overtime pay after working more than 40 hours per week.

I further understand that if the flextime schedule changes (either temporarily or permanently), the Payroll Office must be notified in writing.

Employee Date

Supervisor approval Date

Vice President approval Date

SEND THE ORIGINAL OF THIS FORM TO THE PAYROLL OFFICE