Flextime Proposal

Flextime is a scheduling arrangement that permits variations in an employee’s starting and departure times, but does not change the total number of hours worked in a week. Complete this form if you would need to have work hours other than 8 a.m. to 5 p.m.

Employee’s Name: ________________________________ Today’s Date: __________________

Reason for Request: ___________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Requested Start Date: ________________     Requested End Date: ________________

Proposed schedule for weekdays and hours worked, including time off for lunch:

- Monday _______ to _______ with ________ minute lunch period
- Tuesday _______ to _______ with ________ minute lunch period
- Wednesday _______ to _______ with ________ minute lunch period
- Thursday _______ to _______ with ________ minute lunch period
- Friday _______ to _______ with ________ minute lunch period

Approved: ☐     Denied: ☐

Comments: __________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

___________________________   _______________________
Supervisor’s Signature       Date