



Flexible Work Schedule Request
For Alternate Work Schedule

Employee Name

Supervisor Name

Department

Bargaining Unit\*

Job Title

Name of Department Head

An alternate work schedule refers to working 7.5 hours each workday (M-F) under a schedule that differs from the University's normal hours of operation (8:00AM to 4:30PM during the academic year and modified summer schedule when it is in place). An alternate work schedule must be consistent every workday, as variations might create complexities in ensuring coverage and service. Additionally, the request should be made with the intention of having the alternate work schedule in place for an extended period of time.

Examples of alternative work schedules:

Table with 2 columns and 2 rows showing examples of alternative work schedules with lunch periods.

Requested schedule:

Table with 5 columns: Start Date, Workday Starting Time, Lunch Period Length, Workday Ending Time, Hours Worked.

lunch period must be either 1 hour or 30-minutes

By signing below, I affirm that I have read the Flexible Scheduling Policy and agree to adhere to all policy requirements.

Requesting Employee: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I affirm that this request has been assessed and given due consideration to the department/unit's specific needs and circumstances and how this arrangement will impact them.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Unit Head: \_\_\_\_\_ Date: \_\_\_\_\_

Divisional Cabinet Member: \_\_\_\_\_ Date: \_\_\_\_\_

Approved checkbox

Not approved\*\* checkbox

\*All requests from bargaining unit employees must be reviewed by Human Resources for potential collective bargaining implications prior to implementation.

Please maintain a copy of the signed form and return the original, fully executed form to Human Resources.