



**Flextime Work Schedule Request**

**Effective August 2, 2021**

Employee Name:

Title:

Department:

**Employee Schedule: Please ensure schedules add up to 37.5 hours (excluding lunch breaks)**

Monday: _____ a.m. – _____ p.m.	30-minute lunch break	60-minute lunch break
Tuesday: _____ a.m. – _____ p.m.	30-minute lunch break	60-minute lunch break
Wednesday: _____ a.m. – _____ p.m.	30-minute lunch break	60-minute lunch break
Thursday: _____ a.m. – _____ p.m.	30-minute lunch break	60-minute lunch break
Friday: _____ a.m. – _____ p.m.	30-minute lunch break	60-minute lunch break

Employee's Signature:

Date:

Supervisor Signature:

Date:

Vice President Signature:

Date:

\*Note: Supervisors and Vice Presidents reserve the right to modify this schedule at any time based on business needs.