



Flextime Work Schedule Request Effective

February 2, 2026

Employee Name:

Title:

Department:

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

30-minute lunch break

60-minute lunch break

Monday: ____ a.m. – ____ p.m.

Tuesday: ____ a.m. – ____ p.m.

Wednesday: ____ a.m. – ____ p.m.

Thursday: ____ a.m. – ____ p.m.

Friday: ____ a.m. – ____ p.m.

Other: _____

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.