Work Schedule Agreement

☐ **Flex Time Request** ☐ **Reduction of Hours** **From:** **To:**
☐ **Permanent** **Effective:** ☐ **Temporary** **From:** **To:**

I am requesting to change my work schedule to the following hours.

Monday	Start Time: Lunch Break From: Total Hours:	End Time: To:
Tuesday	Start Time: Lunch Break From: Total Hours:	End Time: To:
Wednesday	Start Time: Lunch Break From: Total Hours: Total Hours	End Time: To:
Thursday	Start Time: Lunch Break From: Total Hours:	End Time: To:
Friday	Start Time: Lunch Break From: Total Hours:	End Time: To:
Saturday	Start Time: Lunch Break From: Total Hours:	End Time: To:
Sunday	Start Time: Lunch Break From: Total Hours:	End Time: To:
	Total Hours per Week: (The Administrative Services workweek begins on Monday and ends on Sunday.)	

☐ There is no reduction of hours.

☐ I have read the section regarding Reduced Work Schedules / Part-Time Employment in the Administrative Services Human Resources Policy and Procedures Manual and am aware there will be changes to my benefit package.

I understand that this agreement may be changed by my supervisor / manager with ten (10) days written notice in order to meet the needs of Administrative Services and its business operations.

Employee Signature Date

Supervisor Signature Date

Division Administrator Signature Date

HR Administrator Signature Date