



Flex Schedule Request

"Flex hours" may be allowed in individual cases where it can be demonstrated that the best interests of the District will continue to be met in accommodating such a schedule. Flex hours can be four ten-hour days, or other combinations such as four nine-hour days and one four-hour day. Once a flex hour schedule has been approved, that will be the employee's work schedule until such time that another change is implemented. An employee may not work more than ten hours in any one day without accumulating comp time or paying overtime. When a holiday falls on a scheduled work day, eight hours of holiday pay (or 1/5th of the normal weekly hours, if part time) will be received. The employee may either work the remaining hours (not to exceed ten hours in any one day) or take some other form of leave.

Requests for a flex hour schedule should be submitted your supervisor and then will be submitted to the Human Resources office. Appeals to flex time decisions may be made in writing, to the Director of Human Resources who will present the appeal to the Senior Staff members.

A request for a modification or termination of a flex hour schedule may be initiated by either the employee or his/her supervisor following the above procedures.

Name: _____ Employee ID #: _____

Position Title: _____

Department: _____ Location: _____

Effective Dates of Requested Flex Schedule: Start Date: _____

End Date: _____

Daily Schedule	Hours (start - end)	Total Hours Worked
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
	(no more than 10 hours per day)	
	Total	_____
		(no more than 40 hours per week)

Reason for request

Employee Signature: _____ Date: _____

Supervisor's Recommendation: Approve Deny

Supervisor's Comments:

Supervisor/Administrator Signature: _____ Date: _____

Human Resources Recommendation: Approve Deny

Human Resources Comments:

Director, Human Resources Signature: _____ Date: _____