



Request to Participate in Flexible Time

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

The Authority’s regular workweek schedule is Monday through Friday 8:00 a.m. to Noon and 1:00 to 5:00 p.m., resulting in a forty (40) hour per week schedule. A ten-minute break is scheduled from 10:00 to 10:10 a.m. and from 3:00 to 3:10 p.m. for all Employees.

Pursuant to Section 6.12 of the Employee Handbook I request the following flextime agreement:

Day of the Week	Starting Time	Lunch Break	Ending Time	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
<b>TOTAL</b>				<b>40 Hours</b>

Effective Date: \_\_\_\_\_

I understand and agree that this will be my regular workweek schedule until such time as an amendment is approved. Deviation from this schedule, including overtime, must be authorized by the employee’s supervisor.

Signature of Employee: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of General Manager: \_\_\_\_\_ Dated: \_\_\_\_\_

Forward a signed copy to Human Resources