

FLEXIBLE WORK SCHEDULE REQUEST

Name _____ UIN _____

Title _____ Unit/Dept _____

I request that I be permitted to work the alternative work schedule outlined below.

Instructions: In the “Work Times” column, fill in the specific hours you propose to work each day; for example, 7 am. to noon, 1 p.m. to 4 p.m. Total the number of hours you will work each week in the last row of the “Total Hours” column. If you are nonexempt (eligible for overtime pay/compensatory time), you may not schedule more than 40 hours during a Sunday-through-Saturday workweek.

Day	Work Times	Total Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		

Explain any variations to the above schedule: _____

I am: **non-exempt (eligible for overtime)** **exempt (not eligible for overtime)**

I believe that my work can be completed within the above schedule with no loss of customer service or disruption to others in my department or to Texas A&M AgriLife. I understand that my supervisor may require me at any time, for any reason, to return to the regular work schedule. I agree to do so upon request. I also understand that I must submit a new Flexible Work Schedule Request anytime I wish to make a change in my schedule, including a change back to regular work hours.

Employee Signature: _____ Date _____

Approved:

Supervisor's Signature: _____ Date _____

Unit Head Signature: _____ Date _____

(With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.)