|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stephen F. Austin**  **Flexible Time or Staggered Work Hours Request** | | | | | | | | | |
| Employee Name: | |  | | | | Job Title: | |  | |
| Department: |  | | |  | |  | | | |
| **Please indicate the proposed arrival/departure times for each workday. If arrival/departure times vary by day, please indicate the arrival/departure time for each day on the next page.** | | | | | | | | | |
|  | | | | | | | | | |
| **Indicate when proposed time to arrive/depart is the same each work day** | | | | | Arrival time | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch Hour: |  | | | |
| **Comments:**  **I fully understand that approved alternative work schedules are a privilege and not a right. I further understand that an approved alternative work schedule can be cancelled for reasons set forth in the guidelines for alternative work schedules.**  **Submit only the first page unless you are requesting different schedules for different days of the week.** | | | | | | | | | |
| Employee Signature: | | |  | | | | Date: | |  |
|  | | |  | | | |  | | |
| Supervisor Recommendation | | | Approve  Disapprove | | | | Comments: | | |
| Supervisor Signature: | | |  | | | | Date | |  |
|  | | |  | | | |  | | |
| Department Director | | | Approve  Disapprove | | | |  | | |
| Department Director Signature: | | |  | | | | Date: | |  |
| **If proposed arrival/departure times *vary by day* please indicate arrival/departure times for each day of the work week. Submit this page only if times vary during the work week.** | | | | | | | | | |
|  | | | | | | | | | |
| **Monday** | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch hour: |  | | | |
| **Tuesday** | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch hour: |  | | | |
| **Wednesday** | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch hour: |  | | | |
| **Thursday** | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch hour: |  | | | |
| **Friday** | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch hour: |  | | | |
| **Saturday** | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch hour: |  | | | |
| **Sunday** | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch hour: |  | | | |