

SUMMER FLEX WORK SCHEDULE REQUEST

Name: _____

Dept: _____

Start Date: _____

End Date: _____

MONDAY – THURSDAY

☐ Schedule #1 Monday – Thursday 7:00 AM – 5:30 PM Half Hour Lunch Break Unpaid
Friday OFF

☐ Schedule #2 Monday – Thursday 7:30 AM – 6:00 PM Half Hour Lunch Break Unpaid
Friday OFF

MONDAY – FRIDAY

☐ Schedule #3 Monday – Thursday 7:30 AM – 5:00 PM Half Hour Lunch Break Unpaid
Friday 7:30 AM – 11:30 AM No Lunch Break

☐ Schedule #4 Monday – Thursday 8:00 AM – 5:30 PM Half Hour Lunch Break Unpaid
Friday 8:00 AM – 12:00 PM No Lunch Break

PART-TIME

☐ Employee Schedule Monday – Thursday ____AM – ____PM ____Lunch Break Unpaid
Friday ____AM – ____PM No Lunch Break or OFF ☐

Employee's Signature Date

Supervisor's Signature Date ____Approved ____Denied

Original: HR____ Copies: Employee____ Supervisor____