



## Flexible Work Schedule Request for Monthly Employees

**Privacy Notice:** State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact [hrcompbenefits@tamu.edu](mailto:hrcompbenefits@tamu.edu) or (979) 862-1718.

**INSTRUCTIONS** This form is used by exempt employees to request a flexible work schedule which permits exceptions to the normal hours of operation. Flexible work schedule agreements are subject to the conditions outlined in System Policy 33.06, System Regulation 33.06.01, University Rule 33.06.01.M1, and University SAP 33.06.01M1.01. Additional information or comments may be attached to this form where related to the terms of this flexible work schedule.

Employee Name (printed)	Employee Title
Department	Effective Starting Date*

<b>Week One</b>				
	<b>Begin Time</b>	<b>End Time</b>	<b>Lunch Time</b>	<b>Daily Hours</b>
<b>Mon</b>				
<b>Tue</b>				
<b>Wed</b>				
<b>Thur</b>				
<b>Fri</b>				
<b>Sat</b>				
<b>Sun</b>				
<b>Total Hours</b>				

<b>Week Two (if different from Week One)</b>				
	<b>Begin Time</b>	<b>End Time</b>	<b>Lunch Time</b>	<b>Daily Hours</b>
<b>Mon</b>				
<b>Tue</b>				
<b>Wed</b>				
<b>Thur</b>				
<b>Fri</b>				
<b>Sat</b>				
<b>Sun</b>				
<b>Total Hours**</b>				

I, the undersigned employee, understand the following:

- Flexible work schedules are intended to last at least two consecutive months; however, my request, if approved, may be modified, continued or discontinued at the discretion of management at any time.
- I must use paid and/or unpaid leave, including eligible holiday leave, in correlation with my approved flex schedule for any hours I do not work. (Example: If the flexible work schedule includes a 9-hour work day, then any paid leave for that day would be taken as 9 hours of paid leave).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Department Head Name

\_\_\_\_\_  
Director/Department Head Signature

\_\_\_\_\_  
Date

\* System Policy stipulates a minimum timeframe of two months for flexible work schedules.

\*\* Exempt employees may work a flexible 80-hour schedule within any consecutive two week period under this agreement.

<p><b>Distribution:</b> Original to Personnel File Copy to Employee Copy to Supervisor Copy to Department LeaveTraq Administrator (if applicable)</p>	<p><b>NEED HELP?</b> Benefits Services <a href="mailto:hrcompbenefits@tamu.edu">hrcompbenefits@tamu.edu</a> (979)862-1718</p>
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