



## Flexible Work Schedule Request for Biweekly (Hourly) 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 [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or (979) 845-4170.

**INSTRUCTIONS** This form is used by non-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](#), and [Standard Administrative Procedure 33.06.01.M0.03](#). Additional information or comments may be attached to this form where related to the terms of this flexible work schedule.

Employee Name	Employee Title
Department	Effective Starting Date*

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

Week One				
	Begin Time	End Time	Lunch Time	Daily Hours
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
<b>Total Hours</b>				

Week Two (if different from Week One)				
	Begin Time	End Time	Lunch Time	Daily Hours
SUN				
MON				
TUE				
WED				
THU				
FRI				
SAT				
<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 approved flexible schedule arrangement may be modified, continued, or discontinued at the discretion of management at any time. I will record total hours worked each day and document exceptions to the normal work day (such as approved overtime, vacation, or other absences) in Workday through the Workday Time Worklet or in Kronos. Texas A&M at Qatar utilizes an alternative leave tracking system.
- 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

\_\_\_\_\_  
Department Head Name

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

<p><b>Distribution:</b> Original to Personnel File Copy to Employee Copy to Supervisor Copy to Department HR Contact/Absence Partner</p>	<p><b>NEED HELP?</b> Texas A&amp;M University Classification &amp; Compensation 979.845.4170 or <a href="mailto:hrcomp@tamu.edu">hrcomp@tamu.edu</a></p>	<p>Texas A&amp;M Health 979.436.9182 or <a href="mailto:hschr@tamu.edu">hschr@tamu.edu</a></p>
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