



Staff Flextime and Alternative Work Schedule Request

Employee Information

Name: _____

Department: _____ Phone: _____ Date: / /

Title: _____

Supervisor's/Manager's Name: _____ Phone: _____

Current Status

Staff Full Time Exempt or Non-Exempt Supervisor

Type of Flexible Work Arrangement Proposed

(check which option applies)

- Flexible hours – Proposed schedule _____
- Compressed work week
 - 4 day/ 3 - 10 hour days + 1 – 9.5-hour day = 39.5 hours (Exempt and non-exempt employees)
 - 9 day/ 79 hours (Exempt employees only)

Start Date of New Schedule ____/____/____

Day	Current Core Hours		Day	Proposed Hours	
	Start	End		Start	End
Sunday			Sunday		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Sunday			Sunday		

Notes:



FLEXIBLE WORK ARRANGEMENT PROPOSAL

I understand that The University of St. Thomas is not obligated to approve a proposal for a flexible or alternative work schedule for any employee. The decision is at the discretion of my supervisor/manager with the approval of the Vice President or Dean. Flexible work schedules are subject to ongoing review and may be subject to termination at any time based on performance concerns or business needs. Generally, the supervisor/manager or the employee should give at least 2 weeks' notice in advance of ending or changing an arrangement, business needs permitting. I understand that if approved, the new work schedule only applies to my current position in my current department. It is subject to change if I transfer to a new position.

Employee _____ Date _____

Supervisor/Manager _____ Date _____

Request Approved

Request Denied

Approval:

Vice President _____ Date _____

Received by HR Office: _____ / _____ / _____

Procedures

- Eligible employees must complete an alternative work schedule request form and submit it to their supervisor/manager at least 2 weeks prior to the proposed start date of the alternative work arrangement.
- An employee desiring a flexible work schedule must discuss their request with their department manager. It is the department manager who will determine if a flexible work schedule is workable for the department. If so, the employee's request must be approved by the appropriate Vice President.
- Managers and supervisors are responsible for providing the approved alternative work arrangement forms to the Office of Human Resources and maintain a copy for the department records. Adequate time will be needed to ensure that payroll records are properly adjusted.
- Any agreed upon flexible work schedule can be piloted at the manager's discretion to determine if there will be any adverse impact on the department. The length of the pilot may vary.
- The approved flexible work week arrangement may be cancelled by the department manager, with a 2-week advance notice to the employee, if there is a change in the department's operating needs (peak hours, special events, and increase in business or under special circumstances) that make it difficult to continue the flexible work schedule.
- Employees are expected to work the new flexible schedule for at least a six-month period before submitting a new flextime request.

Flexible Schedule Revoked
Enter date and notes: