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| **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:  |   |