



**Flexible Work Schedule**

To be completed and signed by Employee and Supervisor

Submit one Copy to VP for final approval

Return one copy to Human Resources

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

XID: \_\_\_\_\_

**Description of Flex Work Schedule:**

Beginning Date for Flextime: \_\_\_\_\_ (Beginning of Bi-Weekly Pay Period)

**Days of Work:**

**Total Hours per Day:**

<u>Monday:</u>	<u>Hour of Arrival:</u>	a.m.	p.m.	
Lunch:		a.m. (p.m.)	a.m. (p.m.)	
<u>Hour of Departure:</u>		a.m.	p.m.	<i>Monday =</i>
<u>Tuesday:</u>	<u>Hour of Arrival:</u>	a.m.	p.m.	
Lunch:		a.m. (p.m.)	a.m. (p.m.)	
<u>Hour of Departure:</u>		a.m.	p.m.	<i>Tuesday =</i>
<u>Wednesday:</u>	<u>Hour of Arrival:</u>	a.m.	p.m.	
Lunch:		a.m. (p.m.)	a.m. (p.m.)	
<u>Hour of Departure:</u>		a.m.	p.m.	<i>Wednesday =</i>
<u>Thursday:</u>	<u>Hour of Arrival:</u>	a.m.	p.m.	
Lunch:		a.m. (p.m.)	a.m. (p.m.)	
<u>Hour of Departure:</u>		a.m.	p.m.	<i>Thursday =</i>
<u>Friday:</u>	<u>Hour of Arrival:</u>	a.m.	p.m.	
Lunch:		a.m. (p.m.)	a.m. (p.m.)	
<u>Hour of Departure:</u>		a.m.	p.m.	<i>Friday =</i>
<u>Saturday:</u>	<u>Hour of Arrival:</u>	a.m.	p.m.	
<u>Hour of Departure:</u>		a.m.	p.m.	<i>Saturday =</i>

**Total weekly working hours: 37.50**

I have read and understand the LSSC Flexible Work Schedule Program Procedure. If this flexible work time schedule is suspended or cancelled, I will return to a standard work schedule.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice-President: \_\_\_\_\_ Date: \_\_\_\_\_