

Per Department of Labor guidelines, an employee needs to request from their supervisor to shorten their work hours by omitting the required provided lunch period or make a temporary schedule change for a designated week (flex time). The request needs to be made in advance of the proposed start date and needs to be documented by using this form.

I request a temporary change in my work schedule. I am requesting permission to omit my lunch period and shorten my work day by that time period.

During the following time frame:

From: _____ To: _____

OR

I request a temporary change in my work schedule. I am requesting permission to work the following schedule during the following one week time frame (flex time):

During the following time frame:

From: _____ To: _____

Schedule:

Employee Name: _____ Empl ID #: _____

Employee Signature

Date

Approval:

Supervisor Name: _____

Supervisor Signature

Date

This form shall be retained in the departmental employee file.