

Summer 5-Day Flexible Work-Schedule Request

Approval has been granted by the Cabinet for office employees to alter their work schedules for Summer 2017. This program is available from **May 22, 2017 through August 18, 2017**. Work hours can be scheduled between the hours of 6:00 a.m. and 5:00 p.m. with 7.50 hours per day being worked with a lunch period of 30 or 45 minutes. All offices must be covered Monday through Friday between the hours of 8:00 a.m. and 4:15 p.m. The altered work schedule must bear the signature of both the requesting employee and the approving supervisor as well as the respective cabinet member.

I, _____, am requesting to begin working summer hours from
_____, 2017 through _____, 2017, with my work hours
beginning at _____ and ending at _____ with a lunch beginning at _____ and
ending at _____.

I am requesting to work the above work schedule.

Employee signature

Date

Approved Denied

Department Chair/Manager Signature

Date

Approved Denied

Cabinet Signature

Date