

# THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

## Flex Time Request Form (To Be Completed By The Employee)

### Employee Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

### Schedule Requested:

Start Time	Length of Meal Period	End Time	Hours Worked

### Conditions of the Flex Time Arrangement:

- The arrangement will commence with a three- month trial period and can be discontinued at any time during or after that trial period at the discretion of the supervisor if the arrangement does not meet the operational needs of the department and/or the employee fails to comply with the completed and approved Flex Time Request Form.
- At the conclusion of the trial period the employee and the supervisor will discuss the arrangement and determine whether it should be continued, modified, or terminated.
- The employee must adhere to the selected alternative work schedule; no changes will be allowed unless approved in advance by the supervisor.
- The employee must maintain the expected quantity and quality of work.
- The employee must maintain acceptable attendance.
- If at any time the employee requests a return to a standard work schedule, the supervisor may grant the request, in his or her discretion.
- If the employee fails to comply with the Alternative Work Schedule Agreement he or she will be returned to the standard work schedule for the department and may be subject to disciplinary action.
- From time to time, it may be necessary for a supervisor to make adjustments to the employee's alternate work schedule. The supervisor should provide the employee with reasonable notice of the change whenever possible.
- University paid and unpaid leave policies will apply to an employee working under an Alternative Work Schedule.

I, the undersigned employee, fully understand the aforementioned conditions of the flex time arrangement.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Supervisor Review:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_