

Flexible Work Schedule

Employee Name: _____

Supervisor's Name: _____

DIRECTIONS: All time worked outside the employee's normal work schedule AND all time off under a flexible work arrangement must be approved in advance by the employee's supervisor.

For all non-exempt employees (classified, non-supervisory employees) all extra time worked, and not taken off within the same week, must be paid at the appropriate rate, i.e. base pay for 8 hours or less per day or 40 hours or less per week; and overtime rate for more than 8 hours/day or more than 40 hours/week. A supplemental time sheet will be completed to pay for additional hours not flexed off. **The supplemental time sheet is due to Payroll no later than the 1st of the month.**

The original copy of this schedule must be provided to Human Resources by no later than the 5th of the month.

Description of Job/Time Off	Date	Work Hours: Start Time	Work Hours: End Time	Hours Earned	Hours Taken Off	Supervisor's Approval	Date Approved	Balance*

***Any positive balance remaining at the end of the week must be paid to the employee.
For any negative balance, the employee must complete an absence slip.**

Employee Signature

Date

Supervisor Signature

Date