

**Southwestern University  
Request for Flextime Schedule  
Instructions**

**To the Employee:**

**Part I**

- Fill in the appropriate information on the first two lines.
- If you are submitting this application for the first time, check “Request New Policy Flextime Schedule.” If you are changing your flextime schedule, check “Revise Current Flextime Policy;” or if are canceling your current flextime schedule and not signing up for a new one, check “Cancel Current Flextime Schedule Policy.” The “Requested Date to Begin Flextime Schedule” is the date you want to start your flextime schedule.
- Indicate the length of the Flextime Schedule by checking one of the five duration periods.

**Part II**

Check the flextime schedule you would like to work:

- **Fixed FlexTime:** This flex-time schedule shifts your daily work schedule while still working five 8-hour days, Monday through Friday. For instance, instead of the normal 8:00 a.m. to 5:00 p.m. day, you could work from 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., 8:30 a.m. to 5:30 p.m., 9:00 a.m. to 6:00 p.m., etc. It is important to remember that the level of university services must be maintained during core hours, which are 8:00 a.m. to 5:00 p.m. Your supervisor will need to coordinate your schedule with other flextime participants to ensure ample coverage during these hours. Indicate the start and end times as well as your lunch period.
- **Compressed Workweek:** The compressed workweek schedule allows an employee to work 40 hours per week in fewer than five days. A typical schedule would be four, 10-hour days. Individuals and their supervisors will have to coordinate a schedule that best fits the needs of the department. Circle the days you want to work and indicate the start and end times as well as your lunch period.

After filling out Part II, you should sign and date the form as indicated in the bottom section of the form, then give it to your supervisor, who will complete Part III. After signing and dating the form, the supervisor should give you a copy and file the original.

**To the Supervisor:**

**Part III**

If you accept the schedule for which this employee is applying, check “Approve.” If you do not and you check “Disapprove,” you are required to give an explanation in the space provided. If, after approving a flextime schedule, you feel you need to revoke an employee’s flex schedule, check “Revoke.” You are required to give an explanation for this action in the space provided. After signing and dating the form as indicated in the bottom section of the form, give a copy to the employee and file the original.