

DAILY FLEXIBLE SCHEDULE REQUEST FORM

Employee Name:	Organization and Position:
Timekeeper:	Date:

I have read and will comply with the terms and conditions set forth in the October 2015 NTEU-EPA Collective Bargaining Agreement. I am voluntarily applying for a daily flexible work schedule.

My current work schedule is:

- Full-Time Schedule (8-hour schedule)
- Part-Time Schedule
 (number of hours per 1st AWW: [_____])
 (number of hours per 2nd AWW: [_____])

My proposed normal work schedule will be as follows:

1 st Week of Pay Period	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					

2 nd Week of Pay Period	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					

Employee Signature:	Date	
Immediate Supervisor Signature:	Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved