



# Request for Flextime Schedule Rev 07/22



Nicholls State University

☐ Classified Employee

☐ Unclassified Employee

**Employee Name** (please type or print):

**Employee ID #:**

**Begin Date:**

**Department:**

**End Date:**

Nicholls State University

- Description of flextime schedule requested:** (Indicate actual times and number of hours to be worked each day)

Day of the week	Times to be worked (enter "from" and "to" time and select AM or PM)	# of hours to be worked	Reason for requested work hours
Monday	____ AM / PM — ____ AM / PM		
Tuesday	____ AM / PM — ____ AM / PM		
Wednesday	____ AM / PM — ____ AM / PM		
Thursday	____ AM / PM — ____ AM / PM		
Friday	____ AM / PM — ____ AM / PM		
Saturday	____ AM / PM — ____ AM / PM		
Sunday	____ AM / PM — ____ AM / PM		
Total hours			

By signing below, I verify that I have read and understand the "Flextime Schedule" policy and agree to all of its content. By approving this request, my supervisor(s) are not guaranteeing this schedule for any length of time. If approved, I understand that flextime is a privilege—not a right—and can be revoked at any time. I understand that I cannot implement this proposed schedule until receiving appropriate approvals below. I also understand that my flextime schedule must not have a negative impact on the level of service provided by my department(s), and I agree to cross-train other employees when appropriate to ensure consistent service is provided even in my absence.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I recommend that the request for flextime be ☐ approved ☐ disapproved

Comments:

\_\_\_\_\_  
Department Head/Director's Signature

\_\_\_\_\_  
Date

I recommend that the request for flextime be ☐ approved ☐ disapproved

Comments:

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

I recommend that the request for flextime be ☐ approved ☐ disapproved

Comments:

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Date

I recommend that the request for flextime be ☐ approved ☐ disapproved

Comments:

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

A flextime schedule is appropriate only when the work schedule is beneficial to the University and the individual. It is important to remember that working a flexible schedule is a privilege—not an employee right—and flexible schedules are not appropriate for all job situations. All approved requests, with original signatures, should be forwarded to Human Resources. A copy of approved requests should be sent to (1) employee, (2) departmental timekeeper, and (3) Payroll.