



## Request for Flexible Work Schedule Request

(if requesting Telework, submit Telework Arrangement request via Cherwell)

### Employee Information

|                     |  |                 |  |
|---------------------|--|-----------------|--|
| Employee Name       |  | Department/CSD  |  |
| Employee ID         |  | Position Title  |  |
| Employee Work Phone |  | Supervisor Name |  |

### Flexible Work Schedule Arrangement Being Requested

- Flex Start/End Time
- Mealtime flex
- Seasonal Adjustment

### Proposed Schedule

|           | Work Schedule      | Work Hours |
|-----------|--------------------|------------|
| Sunday    |                    |            |
| Monday    |                    |            |
| Tuesday   |                    |            |
| Wednesday |                    |            |
| Thursday  |                    |            |
| Friday    |                    |            |
| Saturday  |                    |            |
|           | <b>Total Hours</b> |            |

### Additional Information About Request

Please provide additional information about your request that you think would be necessary for your supervisor to know when reviewing. (Could include reason for request, dates, etc.)