

**Office of the Secretary  
Flexitime (Gliding Schedule)**

**Employee Name:** \_\_\_\_\_

**Position Title/Series/Grade:** \_\_\_\_\_

\_\_\_\_\_ I would like to work Flexitime. My flexible arrival time band would be from \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m, and my flexible departure time band would be from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor's approval between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. Core hours are 9:30 a.m. to 3:30 p.m. on Monday through Friday.

I understand that I am required to be present at work on each of the ten workdays of the pay period and during core time as indicated above, or I must account for my absence with compensatory time off, credit hours or the appropriate leave or other excused absence.

I have read, understand and agree to all the provisions of the Office of the Secretary AWS policy that are applicable to the work schedule I have requested.

I understand that Flexitime is a privilege and as such I have no inherent right to a Flexitime schedule and that the approval of my Flexitime request is at the sole discretion of my supervisor.

I understand that I may be requested to arrive at an alternative or a specific time on occasion, when necessary to provide office coverage, attend meetings, training, or conferences and that when requested I must comply.

I understand that I will not be paid for work in excess of eight hours on any workday unless I am authorized and approved to perform credit hours, or ordered to work overtime.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not approved

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Level Supervisor Concurrence: \_\_\_\_\_ Date: \_\_\_\_\_

(Only for "Not approved" and the reason must be articulated to the employee in writing. You may attach the explanation to this agreement.)

**Distribution: Employee - Supervisor - Timekeeper - Human Resources Office  
(Timekeeper retains the original. A copy of this form must be received by your servicing Human Resources Office prior to the effective date of your work schedule change.)**

**Office of the Secretary  
Maxiflex Work Schedule**

**Employee Name:** \_\_\_\_\_

**Position Title/Series/Grade:** \_\_\_\_\_

\_\_\_\_\_ I would like to work full Maxiflex. My flexible arrival time band would be from \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m., and my flexible departure time band would be from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor's approval between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m.

I understand that I must inform my immediate supervisor of my planned work schedule by the beginning of each pay period.

**OR**

\_\_\_\_\_ I would like to work Maxiflex 5/4-9 OR 4/10. My flexible arrival time band would be from \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m., and my flexible departure time band would be from \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor's approval between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m.

My schedule will be:

| MON | TUE | WED | THU | FRI | MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     |     |     |     |     |

I have read, understand and agree to all the provisions of the Office of the Secretary AWS policy that are applicable to the work schedule I have requested.

I understand that Maxiflex is a privilege and as such I have no inherent right to a Maxiflex schedule and that the approval of my Flexitime request is at the sole discretion of my supervisor.

I understand that during the core hours of 9:30 a.m. – 3:30 p.m., I must be present or account for my time through the use of leave or credit hours on at least 8 days of the pay period.

I understand that I may not work more that 12 hours in a day unless required to do so as overtime. I further understand that I may be requested to arrive at an alternative or a specific time on occasion when necessary to provide office coverage, attend meetings, training, or conferences and that, when requested, I must comply.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Not approved

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Second Level Supervisor Concurrence: \_\_\_\_\_ Date: \_\_\_\_\_

(Only for "Not approved" and the reason must be articulated to the employee in writing.  
You may attach the explanation to this agreement.)

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