

APPENDIX A
Sample Flextime Proposal

Date:

Employee's Name:

Supervisor's Name:

I _____, am requesting a flextime
schedule (Name)
with my job as _____, beginning on
(Job Title)
_____.
(Date)

Potential impact of my flextime schedule on my work responsibilities and/or my department may include the following (e.g. impact on operations/work flow, potential advantages, potential disadvantages:

The schedule I would desire for flextime is:

My expectations for supervision while on flextime are:

With my supervisor's approval I would like to review my flextime agreement in _____ months to determine its effectiveness on my job performance.

Thank you for your consideration,

Employee Name