

**UNIVERSITY OF WISCONSIN - WHITEWATER
FLEX TIME REQUEST**

Name: Date:

Requested Start Date: Requested End Date:

Reason for Request:

Flex time schedule requested for week ending Saturday:

Monday -	Hours to be worked:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Tuesday -	Hours to be worked:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Wednesday -	Hours to be worked:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Thursday -	Hours to be worked:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Friday -	Hours to be worked:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Saturday -	Hours to be worked:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
Sunday -	Hours to be worked:	<input type="text"/>	Start Time:	<input type="text"/>	End Time:	<input type="text"/>

I agree to the terms and conditions of the Flex Time Agreement

Employee Signature: Date:

Approved Denied

If request is denied, state reason:

Supervisor Signature: Date:

The standard Flex Time schedule for FLSA exempt employees is 80 hours every two-week pay period. The standard Flex Time schedule for FLSA non-exempt employees is 40 hours per week. The maximum number of hours which a supervisor may approve for an employee to work in a day is 12. Flex Time schedules must be approved by the supervisor in advance. Go to www.uww.edu/Adminaff/hr/flexitime.html for the complete Flex Time agreement.