

OPM EMPLOYEE FLEXTIME WORK SCHEDULE

The Standard schedule for OPM employees who work 40 hours per week is 8:00 AM to 5:00 PM Monday through Friday, with one (1) unpaid hour for lunch. Complete this form if you do not work the standard schedule.

Period from: _____ to: _____

Employee Name: _____ Division: _____ Unit: _____

	Fri.	Mon.	Tues.	Weds.	Thurs.	Fri.	Mon.	Tues.	Weds.	Thurs.
Arrival:										
Lunch Out:										
Lunch Return:										
Departure:										
Total Hours:										

Note: This work plan will stay in effect until employee requests changes or until agency needs require a change. An employee request change must be submitted ten (10) working days in advance.

Employee Signature: _____

Date: _____

Supervisor Recommendation (Check one)

☐ Approved ☐ Disapproved

Division Head Recommendation (Check one)

☐ Approved ☐ Disapproved

Supervisor Signature: _____

Division Head Signature: _____

Date: _____

Date: _____

Comments:

Comments:

Please submit the original copy of this form to the Human Resources Unit.

Revised 11/07/14