



THE UNIVERSITY  
OF ARIZONA.

Arizona's First University.

## Alternative Work Schedule Application

### Instructions

If you are interested in an alternative work schedule arrangement, or a “flextime” schedule, you may complete this form to stimulate discussion with your supervisor. Flextime is an alternative work schedule accommodation in which arrival, departure and/or meal times are established to accommodate you and/or your department. After you complete the form, submit it to your supervisor with the request that he or she review it and meet with you to discuss your interest in a work schedule other than your currently assigned schedule of work.

### Employee Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

### Alternative Work Schedule Information:

Proposed start date: \_\_\_\_\_

Proposed Work Schedule: \_\_\_\_\_

How would this schedule affect your ability to fulfill your position’s duties and obligations? (For example, if your work station remains unattended during any part of the normal business day, how would this affect the conduct of business? Who would attend to your duties and obligations during any part of the normal business day that you are not present due to your alternate work schedule?)

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

### Supervisor Review

Alternate work schedule application:  Approved  Denied

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

Date: \_\_\_\_\_