



Human Resources
 A6200 UCA, 282 Champions Way
 Tallahassee, FL 32306-2410
 Fax: 850-645-9510

ALTERNATE WORK SCHEDULE REQUEST (A&P, USPS, Faculty)

To provide the opportunity to meet departmental, personal, and family needs, alternate or flextime work schedules may be requested by employees and authorized by supervisors and departments at any time during the year. Alternate work schedules may be permanent or temporary and requested by full-time or part-time employees. They must begin on a Friday and, if temporary, end on a Thursday to coincide with the University's workweek. The schedule must also equal the employee's appointed hours for each University workweek.

Employees may request an alternate work schedule by submitting this form to their supervisor for approval. Once approved by the supervisor and appropriate department authority, submit the completed form with the new schedule to Human Resources, Attendance & Leave, Mail Code 2410 or fax to 850-645-9510. The form must be received at least one week in advance of the schedule begin date. The scheduled hours on the employee's OMNI timesheet will then be adjusted accordingly.

Employee Name (please print)	Employee OMNI ID	Record #
Position at FSU: <input type="checkbox"/> A&P <input type="checkbox"/> USPS <input type="checkbox"/> FACULTY		
Department	Department Representative	Department Representative Phone

SCHEDULE

Schedule Begin Date (Friday)	Schedule End Date (Thursday)
	Leave end date blank if this is a permanent schedule change

First week of each pay period – (total hours per day, not in and out times)

Fri	Sat	Sun	Mon	Tue	Wed	Thur
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Second week of each pay period - (total hours per day, not in and out times)

Fri	Sat	Sun	Mon	Tue	Wed	Thur
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All signatures are required for approval:

Requested By:	A&P/USPS/Faculty Employee	Date
Approved:	Supervisor	Date
Approved:	Dean/Director/Department Head/Vice President	Date

For further information, please contact a member of the Attendance & Leave staff listed on HR's website.