



University of Houston - Victoria

Employee Request for Alternative Work Schedule

Select from one of the following alternative work schedules using these guidelines for all programs:

- Normal University office hours are 8:00 a.m. – 5:00 p.m., Monday through Friday
- A lunch break of 30 or 60 minutes is required when working 5 or more hours a day
- Arrival Time must be between 7 am to 10 am; Departure Time must be between 3:30 pm to 7 pm

- 4/10/40 Compressed Work Week: (Exempt or Non-Exempt staff option)
- 4/9/4/40 Compressed Work week: (Exempt or Non-Exempt staff option)
- 9/8/80 Compressed Work Week: (Exempt staff only due to FLSA Regulations)
- Alternate Compressed Work Week: (Schedule must adhere to FLSA Regulations)
- Flex-time Schedule:** (Five 8-hour days {40 hours weekly} at other than normal 8:00 am - 5:00 pm hours)

Requested start date: _____ Requested end date: _____ Employee ID#: _____

Week 1

	MORNING		LUNCH		AFTERNOON		Total Daily Hours Worked
	From	To	From	To	From	To	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours Worked Weekly (cannot exceed regularly scheduled weekly hours)							

Week 2 (Complete only if different from Week 1)

	MORNING		LUNCH		AFTERNOON		Total Daily Hours Worked
	From	To	From	To	From	To	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Total Hours Worked Weekly (cannot exceed regularly scheduled weekly hours)							

I, the undersigned employee, have reviewed UHV Policy C-24, Alternative Work Schedule. I understand that the approval of an alternative work schedule is conditional and may be suspended or revoked by management at any time.

Employee's Signature Date Employee's Printed Name Department

Supervisor's signature and date

Recommend: Approval
 Disapproval

Department Head's signature and date

Recommend: Approval
 Disapproval

Cabinet-level Supervisor's signature and date

Recommend: Approval
 Disapproval

Human Resources Officer (review) and date

Comments _____