

**The Adjutant General's Department
State Employee Work Hours and Flextime Request Form**

1. Core working hours for the agency are **9:00 am to 3:00 pm**.
2. Any deviation from a 5 day, 8 hours per day (5/8) workweek must be submitted to State Human Resources (SHR) and approved ***prior*** to beginning work.
3. Unless otherwise requested and approved, individual work schedules will **convert to the traditional 5/8 schedule during weeks with a State holiday(s)**.

4. **Name:** **Date:**

5. I request the following work schedule (must coincide with State workweeks – Sun thru Sat):

a) **Beginning** *(Sunday)* and b) **Ending** *(Saturday)*

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Beginning Work Time							
Length of Lunch							
Ending Work Time							
Total Work Hours Per Day							

6. **Employee:** _____
Employee Signature/Date

7. **Supervisor:** Approved or Disapproved (Circle): _____
Supervisor Signature/Date

8. **SHR:** Approved or Disapproved (Circle): _____
SHR Signature/Date