

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. Flex time schedules will allow for a variety of schedule options ranging from the traditional Monday thru Friday, 8:00 AM-5:00 PM with a one hour unpaid meal break, to a 4 1/2 day workweek 8-5 Monday thru Thursday and 8-noon Friday schedule with a 20 minute paid meal break, etc.
 - (a) Services and mission requirements should not be compromised by Flex time schedules. Employees may be required to work outside their regular work schedule to meet critical agency needs or participate in professional development seminars and/or rearrange their work hours to prevent/reduce overtime. However, schedule changes and rearrangement of hours should be kept to a minimum.
 - (b) **Flex time is a benefit not a right**. As always, the supervisor for job related reasons may modify individual and unit work schedules. These include, but are not limited to, new work requirements, availability for customers and co-workers, abuse of flextime privileges, declining attendance, excessive tardiness, additional training, closer supervision, coverage requirements, etc.
 - (c) Senior managers and worksite managers are to provide The Adjutant General's Office and the agency's State Human Resource Office with their "Core Hours Coverage Plan" and submits updates in timely manner.
 - (d) Senior managers will determine if all employees desiring a 4 or 4½ day work week will be required to take the same day or half day off each week or have the off work time of those employees staggered throughout the week.
 - (e) Employees will continue to request alternative work schedules by completing the agency's "State Employee Work Hours and Flextime Request Form" and submitting it to their supervisor and through the chain of command for approval. If approved, the senior manager will submit the form to State Human Resources (SHR) for the Adjutant General's approval.
 - (f) An employee, supervisor or senior manager desiring a deviation from this policy may do so by submitting a written request to The Adjutant General, through the State Human Resources Director. This request should state the desired alternative and justification.
4. Hours worked **MUST** be recorded and submitted according to the Time Recording Policy and employee and supervisor must comply with all Agency policies regarding time and attendance.

5. Name Employee Name and ID#:

Date:

6. 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							

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

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

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