FLEX SCHEDULE REQUEST MEMORANDUM OF UNDERSTANDING

Note: This is to be used in authorizing a schedule that differs from the university's core operating hours of 8am - 5pm.

hours o	of 8am – 5pm.			
	rangement is effective <u>[DAT</u> LOYEE NAME] understands	=		pproval
Emplo Admin Title: _ Positio	yee Name: yee ID: istrative Unit/School, Depar on is EXEMPT or NON-EXE ption of Flex Schedule Arr	EMPT from overtime.		
	Hour of Arrival:]	
	Hour of Departure:		_	
	yee understands that the un nent at any time	iversity, at its discretion, n	ay alter or terminate the	
Agreed	l to by:			
[EMPLOYEE NAME]			Date	
[SUPE	ERVISOR NAME]		Date	