

## REQUEST FOR FLEX TIME

I \_\_\_\_\_ hereby request the flexing of my time, in accordance with Article IV F of the CSEA contract.

The time I request to work beyond my normal schedule is as follows:

\_\_\_\_\_  
Identify Date(s)

\_\_\_\_\_  
Identify Time(s)

The time I request to take off through use of the above noted time is as follows:

\_\_\_\_\_  
Identify Date(s)

\_\_\_\_\_  
Identify Time(s)

\_\_\_\_\_  
Employee Please Print

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

- Approved
- Not approved

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date