

**Sample  
Alternative Work Schedule Agreement**

1. I request the following alternative work schedule:

- ☐ **Gliding Work Schedule:** I will work five 8-hour work days (plus an unpaid 30-minute meal break) each day. My normal schedule will be from \_\_\_\_\_ to \_\_\_\_\_, including a 30-minute lunch period. I understand that under this schedule I may vary my arrival within the time period of \_\_\_\_\_ to \_\_\_\_\_ and departure time \_\_\_\_\_ to \_\_\_\_\_. I agree to adhere to the notification procedures established by my supervisor in terms of varying my daily arrival and departure.
- ☐ **Maxiflex Schedule (Maxiflex):** I understand that I have flexibility to vary my work schedule within limitations set by my supervisor. My normal arrival and departure schedule will be from (time) \_\_\_\_\_ to \_\_\_\_\_, including a 30-minute lunch period. I will adhere to notification and request procedures established by my supervisor in terms of varying my daily schedule and/or biweekly schedule.
- ☐ **Compressed Work Schedule (5/4-9):** I will work eight 9-hour days, one 8-hour day and have one regular day off each pay period with the following schedule
- I will work eight 9-hour days from (time) \_\_\_\_\_ to \_\_\_\_\_, plus a 30-minute meal break.
- I will work one 8-hour day on \_\_\_\_\_, plus a 30-minute meal break.
- I would like my Regular Day off to be (check one):
- ☐ \_\_\_\_\_ (day) of the first week of the pay period      ☐ \_\_\_\_\_ (day) of the second week of the pay period

2. ☐ Approved                                      ☐ Disapproved

Comments:

3. This work schedule will be effective at the beginning of the pay period after the supervisor's approval, as indicated by signature and date.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date