

**Texas A&M University at Qatar
Flexible Work Schedule Request**

I request that I be permitted to work the alternate work schedule outlined below.

Instructions: In the “Work Times” column, fill in the specific hours you propose to work each day; for example, 7 a.m. to noon, 1 p.m. to 4 p.m. Total the number of hours you will work each week in the last row of the “Total hours” column. If you are eligible for overtime pay/compensatory time, you may not schedule more than 40 hours during the Sunday through Saturday work week.

Day	Work Times	Total Hours
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		

Explain any variations to the above schedule:

I am eligible for overtime not eligible for overtime

I believe that my work can be completed within the above schedule with no loss of customer service or disruption to others in my area to the organization. I understand that my supervisor may require me at any time, for any reason, to return to the regular TAMUQ work schedule. I agree to do so upon request. I also understand that I must submit a Flexible Work Schedule Request any time I wish to make a change in my schedule, including a change back to regular work hours.

Employee Signature

Date

APPROVED

Supervisor Signature

Date

Unit Head Signature

Date

cc: TAMUQ Human Resources.