

# **Bryn Mawr College**

## 5. Flex-Time Schedules

There are numerous flex-time schedules which can be utilized depending on the needs of the staff member and the department. Three such examples would be an adjusted lunch hour period, compressed work week, or occasional schedule changes on an as needed basis. Once an employee signs up for a particular flex-time schedule, the individual is expected to work that schedule in a consistent manner. However, schedules can be changed with supervisory approval.

## 6. Administration

Please complete the form below and have your supervisor/department head approve and sign it. A copy should be sent to Human Resources for review. (Work schedule changes may impact the calculation of sick, vacation, and personal time accruals.)

-----  
**Submission Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Current Schedule:**  
\_\_\_\_\_

**Proposed Flex-Time Schedule:**  
\_\_\_\_\_

**Impact of proposed schedule on Department:** \_\_\_\_\_

**Supervisor's/Director's Name:** \_\_\_\_\_

**Supervisor's/Director's Signature:** \_\_\_\_\_

**Human Resources Director Signature:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

**Comments:**