

**Headquarters Work Schedule Request Form**

*WV  
1/24/17  
FVE  
1/24/17  
DL  
(1/24/17)*

Employee:		Organization:	
Supervisor:		Effective Date:	

Please select one of the following:

- Initial work schedule request
- Request for permanent change to work schedule
- One-time adjustment

Pay Period Dates Affected:

I request the following work schedule (select one):

Regular

Flexible Schedule:

- Flexitour
- Daily Flexible (Gliding)
- Maxiflex (SafeTrack Pilot)

Compressed Schedule:

- 5-4/9 Compressed Work Schedule
- 4-10 Compressed Work Schedule

My proposed work days and work hours for each biweekly pay period are as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 Start Time					
Week 1 Stop Time					
Week 2 Start Time					
Week 2 Stop Time					

Note: This section is not applicable to maxiflex work schedules. Employees approved for a maxiflex work schedule must submit a biweekly proposed work schedule pursuant to the applicable policy/collective bargaining memorandum of understanding.

All work schedules must include a minimum of a 30-minute unpaid lunch break.

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

Date: \_\_\_\_\_

Supervisor Response:

- The requested schedule is approved (forward to time keeper for processing).
- The requested schedule is denied.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HQ MaxiFlex Pay Period Time Sheet

Pay Period: \_\_\_\_\_

Proposed Work Schedule (to be completed prior to the start of the pay period)

Week 1								Week 2						
Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
In														
Out														
Regular Hours														
Leave														
Credit Hours														
Notes:														

Actual Work Schedule (to be completed on a daily basis during the pay period)

Week 1								Week 2						
Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
In														
Out														
Regular Hours														
Leave														
Credit Hours														
Notes:														

Employee Name/Signature: \_\_\_\_\_

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**HQ Maxiflex Pilot Work Schedule Agreement**

Employee's Name: \_\_\_\_\_

Effective Date of Schedule: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_ I understand that Maxiflex is a flexible schedule that allows me to change my tour of duty start/end times on a daily basis and I must account for 80 hours per pay period with work and/or by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award.

\_\_\_\_\_ I understand I must adhere to core hours established for Headquarters.

\_\_\_\_\_ I agree to submit my proposed work schedule in accordance with the HQ Maxiflex policy.

\_\_\_\_\_ I agree to document my actual work schedule daily in accordance with the HQ Maxiflex policy.

\_\_\_\_\_ I agree to adhere to the HQ Maxiflex rules regarding credit hours.

\_\_\_\_\_ I understand that the agency may modify, suspend, or terminate my participation in Maxiflex according to the terms of the policy.

**I certify that I have read the HQ Maxiflex Pilot Program non bargaining unit policy or bargaining unit agreement applicable to me, I understand the terms, and I agree to abide by those terms.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HQ Maxiflex Pay Period Time Sheet Instructions

### 1) Filling Out the Proposed Work Schedule

- a) Enter the current pay period.
- b) Fill out the top Proposed Work Schedule section prior to the start of the pay period.  
All projected hours must be scheduled within the tour of duty, Monday-Friday, 5:30 a.m. to 7:00 p.m. Employees may work up to a maximum of 11½ non-overtime hours in a single workday. These can be basic hours, approved leave, or a combination of these. Hours worked outside of the tour of duty window must have prior approval.
- c) Enter the time that you propose to arrive each day in the “In” block.
- d) Enter the time that you propose to depart each day in “Out” block.
- e) Submit the Maxiflex Pay Period Time Sheet to your supervisor prior to the start of the pay period using one of the following options (as instructed by supervisor):

#### Option 1 (Email)

- i) Enter your name in the “Employee Name/Signature” block.
- ii) Save the Maxiflex Pay Period Time Sheet.
- iii) Email the Maxiflex Pay Period Time Sheet to your supervisor.

#### Option 2 (Print)

- i) Print your Maxiflex Pay Period Time Sheet, sign it in the “Employee Name/Signature” block.
- ii) Submit to your supervisor.

#### Option 3 (Shared Drive)

- i) Enter your name in the “Employee Name/Signature” block.
- ii) Save the Maxiflex Pay Period Time Sheet in the designated Shared Drive location or other designated electronic file.

### 2) Filling Out the Actual Work Schedule

- a) Fill out the bottom Actual Work Schedule section on a daily basis during the pay period.
- b) Enter the time that you actually arrived each day in the “In” block.
- c) Enter the time that you actually departed each day in the “Out” block.
- d) Enter any leave used or credit hours worked in the appropriate box.
- e) Use the Actual Work Schedule section as a reference to complete the official T&A certification in People Plus.
- f) Submit the Maxiflex Pay Period Time Sheet at the end of the pay period to your supervisor (as instructed) using one of the options previously described.

1/24/17  
DL  
1/24/17  
3:00  
1/24/17  
10:00