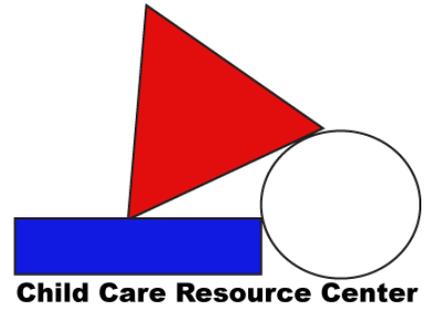


# Flexible Work Schedule Application



**\*Please fill in the following information.**

Name \_\_\_\_\_

Workgroup \_\_\_\_\_ Supervisor \_\_\_\_\_

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## Flex Schedule that I am applying for:

\_\_\_\_\_ Flex-time

\_\_\_\_\_ Compressed Workweek *(a day off per week can be requested, but a final schedule will be decided by the director.)*

\_\_\_\_\_ \*Work at home

**Note:** Eligibility for participation in flex time, work at home, or a compressed workweek schedule will depend on an assessment by the employee's supervisor that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. There is no guarantee that you will be granted a flexible schedule.

The Child Care Resource Center (CCRC) reserves the right to suspend, cancel or amend this policy at any time. The CCRC also reserves the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the employee's schedule does not allow the agency to operate effectively and efficiently; if changes in circumstances necessitate the return to standard schedule; or if an employee experiences performance problems deemed to be related to the new schedule. Such circumstances will be evaluated on a case-by-case basis.