

NPS FLEXIBLE WORK SCHEDULE AGREEMENT

1) Employee Name: _____

2) I elect to work the following flexible work schedule: ___ Flex Tour ___ Variable Day
Lunch from: _____ to: _____

3) My flexible arrival time band is from _____ a.m. to _____ a.m.

My flexible departure time band is from _____ p.m. to _____ p.m.

My flexible time band for lunch is from _____ a.m. to _____ p.m.

Core hours will be: _____ (times of day) on the following days of the week:

4) I have read, understand and agree to all provisions of the NAVPGSCOLINST 7410.3* AWS policy that are applicable to the schedule I have requested.

I understand that I may not arrive earlier than the beginning of the arrival time band nor depart later than the end of the departure time band.

I understand that with supervisory approval, I may extend my lunch period within the flexible time band for lunch and must account for that time by using leave or make up the time during the same day

I understand that I am required to be present at work on each of the ten workdays of the pay period and during core time as indicated above, or I must account for my absence with the appropriate leave.

I understand that I may be requested to arrive at an alternative or a specific time on occasion when necessary to provide office coverage, attend meetings, training, or conferences and that when requested, I must comply.

5) Employee Signature: _____ Date: _____

-The following section is to be completed by the supervisor-

5a) ___ Approved ___ Not Approved

5b) Reason for Disapproval: _____

6) This agreement will become effective Pay Period No. _____

7) Supervisor Signature: _____ Date: _____

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