

Alternative Work Schedule Agreement Form
Utah State Board of Education
Temporary Agreement for Flexible Work Schedule

Revised 4/30/2018

The Utah State Board of Education grants permission to _____
to work the following temporary flexible work schedule beginning on _____.

	Week # 1					Week # 2					Total Hours
	M	T	W	Th	F	M	T	W	Th	F	
Begin at											
Lunch (30 or 60 min)											
End at											
Daily Hours											

This temporary flexible work schedule has been reviewed and approved by the employee’s supervisor to ensure adequate work group and office coverage of functions during the regular business hours.

The employee understands that the same performance expectations, requirements, and workplace standards shall apply during this temporary period, including: completion of assigned tasks, time reporting and overtime requirements, and compliance with workplace rules and policies.

During this period, the employee also understands that the employee’s leave benefits accrual and/or other eligible leave accruals (e.g. FMLA) may be affected; leave benefits are calculated in proportion to the employee’s time paid in each pay period.

This agreement does not establish any right, entitlement, or otherwise affect the employee’s position, salary, or career service status. This temporary flexible work schedule may be revoked or modified at any time at the sole discretion of agency management and the employee may be assigned to a standard schedule of 8:00 a.m.-5:00 p.m. with a 30-minute lunch period Monday-Friday, as defined by policy.

This temporary schedule agreement will be reviewed on an annual basis.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____