**Employee Name** Enter employee name **PERNR** Enter PERNR **PVA County** Enter PVA County

**Flexible Schedule Options -** (Full-time employees working core hours between 9:00 am – 3:00 pm)

**Option Selected:** Choose an item

1. Regular work week (37.5 hour work week; 8:00 am to 4:30 pm, 1 hour lunch)

**B.** Five-day work week with seven and a half (7.5) hours worked between the hours of 7:00 am and7:00 pm. Designate hours in the requested schedule table below.

**C.** Four-day work week with hours worked between 7:00 am and 7:00 pm. Designate hours in the requested schedule table below.

**D.** Alternative work schedule – any other option that is approved by the PVA. Designate hours in the requested schedule table below.

**Requested Schedule**

|  |  |  |
| --- | --- | --- |
| **Day** | **Hours** | **Lunch** (minimum 30 minutes) |
| **Sunday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Monday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Tuesday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Wednesday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Thursday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Friday** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Saturday** | Click or tap here to enter text. | Click or tap here to enter text. |

**Employee Acknowledgement and Approvals**

A flexible work schedule is a privilege and requires written approval from PVA. Any abuse of this privilege, as determined by the PVA, may result in revocation of the privilege and resumption of regular work hours (Option A) for a period to be determined by the PVA. Changes requested by the employee shall only be made on a quarterly basis unless otherwise approved by the PVA.

The PVA will take into consideration the business requirements of the PVA Office and ensuring the office is always adequately staffed. It is also understood the flexible work schedule may be altered or revoked if determined to be in the best interests of the PVA Office.

**Employee Acknowledgement** I have reviewed related information above.

|  |  |  |
| --- | --- | --- |
| Employee Signature |  | Enter date |
| Employee Signature\* |  | Date |
|  |  |  |
| **PVA Approval** |
|  PVA Signature |  | Enter date |
| PVA Approval\* |  | Date |

**Approved Flexible Work Schedule Agreements must be submitted to the PVA Liaison within five (5) days.***\*Signatures may be inserted by (1) a live signature on a printed form, or (2) a typed signature preceded with a /s/ to identify it as the employee’s preferred signature (i.e. /s/ John Doe).*