

# College Place Public Schools

## Classified Staff Flexible Time Request

(To be used only when the employee is requesting flexibility in their work schedule)

Name \_\_\_\_\_ Date \_\_\_\_\_

I would like to be away during the following normal work hours:

Work Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Work Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Work Date \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

I request permission to modify the work day and/or week for the following reason(s).

\_\_\_\_\_  
\_\_\_\_\_

Make-up Work Date \_\_\_\_\_ Make-up Time \_\_\_\_\_ to \_\_\_\_\_

Make-up Work Date \_\_\_\_\_ Make-up Time \_\_\_\_\_ to \_\_\_\_\_

Make-up Work Date \_\_\_\_\_ Make-up Time \_\_\_\_\_ to \_\_\_\_\_

Make-up Work Date \_\_\_\_\_ Make-up Time \_\_\_\_\_ to \_\_\_\_\_

I understand that flexible time is discretionary and subject to my administrator's approval.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_Approved      \_\_\_Disapproved

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date