



REQUEST FOR FLEXIBLE SCHEDULE

Division: \_\_\_\_\_ Bureau: \_\_\_\_\_

From: \_\_\_\_\_ Employee Name \_\_\_\_\_ PeopleFirst Number: \_\_\_\_\_

To: \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Effective \_\_\_\_\_, I request my daily work hours to be approved as follows:

Table with 3 columns: Start time (a.m. to p.m.), Day of the week, and Lunch break (Lunch \_\_\_\_\_ to \_\_\_\_\_). Rows for Friday, Monday, Tuesday, Wednesday, and Thursday.

NOTE: NO HOURS CAN BE ENTERED IN THE TIMESHEET UNTIL THE FLEX SCHEDULE HAS BEEN ESTABLISHED AND APPROVED IN PEOPLE FIRST.

I understand that my supervisor may require me to work on holidays or any time that operational need exists and that the above schedule, if approved, will remain in effect until a new form has been completed and approved or until appropriate management makes a change.

I am aware it is my responsibility to notify my immediate supervisor of any change as soon as possible if personal circumstances change.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Management Review and Action**

\_\_\_\_\_  
Immediate Supervisor Signature Date

- Recommended
- Not Recommended

\_\_\_\_\_  
Bureau Chief Signature Date

- Recommended
- Not Recommended

\_\_\_\_\_  
Division Director Signature Date

- Recommended
- Not Recommended

If you have any questions relating to this form, please contact the Bureau of Human Resource Management.

Supervisors- please retain this form for your file(s).



## Flexible Work Schedule Instructions

Once a Flexible Work Schedule has been approved, it will need to be entered into the People First system.

Prior to completing a flexible work schedule, please note the following:

- All time entries must be cleared from the timesheet.
- All changes to work schedules will begin on a Friday.
- Multiple periods can be updated by changing the date of the 'End Week'.
- Position Classification:
  - **Included:** Schedule must equal 40 hours
  - **Excluded:** Schedule must equal 80 hours

Follow the steps below to **create** a flexible work schedule in People First:

### Employee Instructions:

1. Log into People First
2. Click on the 'Time and Attendance' tile
3. Click on 'Flexible Work Schedule'
4. Select the Period to be changed, then click 'Edit'
5. Change the default scheduled hours to reflect the new scheduled hours, then click 'Save'

Follow the steps below to **approve/reject** a flexible work schedule in People First:

### Supervisor Instructions:

1. Log into People First
2. From the inbox, click 'Requests Pending Approval'
3. Click on the employee to review the submitted flexible work schedule
  - If the schedule is correct, click 'Approval Screen' and check 'Approve'
  - If the schedule is incorrect, click 'Edit' and make the necessary changes or click 'Approval Screen' and check 'Reject'

If you require assistance, please contact a member of the Attendance & Leave team listed below:

Candace McWilliams 850-245-7170 or [Candace.McWilliams@deo.myflorida.com](mailto:Candace.McWilliams@deo.myflorida.com)

Krystal Hill 850-245-7168 or [Krystal.Hill@deo.myflorida.com](mailto:Krystal.Hill@deo.myflorida.com)

Sharon Lampkin 850-245-7179 or [Sharon.Lampkin@deo.myflorida.com](mailto:Sharon.Lampkin@deo.myflorida.com)