



FLORIDA STATE UNIVERSITY  
 OFFICE OF HUMAN RESOURCES  
 282 Champions Way  
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 Phone: (850) 644-7936  
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## ALTERNATE WORK SCHEDULE REQUEST (A&P, USPS, Faculty)

To provide the opportunity to meet departmental, personal, and family needs, alternate or flextime work schedules may be requested by employees and authorized by supervisors and departments at any time during the year. Alternate work schedules may be permanent or temporary and requested by full-time or part-time employees. They must begin on a Friday and, if temporary, end on a Thursday to coincide with the University's workweek. The schedule must also equal the employee's appointed hours for each University workweek.

Employees may request an alternate work schedule by submitting this form to their supervisor for approval. Once approved by the supervisor and appropriate department authority, submit the completed form with the new schedule to Human Resources, Attendance & Leave [HR-AttendanceLeave@fsu.edu](mailto:HR-AttendanceLeave@fsu.edu). The form must be received at least one week in advance of the schedule begin date. The scheduled hours on the employee's OMNI timesheet will then be adjusted accordingly.

\_\_\_\_\_  
 Employee Name (please print) Employee OMNI ID Record #

Position at FSU:       A&P               USPS               FACULTY

\_\_\_\_\_  
 Department Department Representative Department Representative Phone

### **SCHEDULE**

\_\_\_\_\_  
 Schedule Begin Date (Friday)              Schedule End Date (Thursday)  
Leave end date blank if this is a permanent schedule change

First week of each pay period – (total hours per day, not in and out times)

\_\_\_\_\_  
 Fri      Sat      Sun      Mon      Tue      Wed      Thur

Second week of each pay period - (total hours per day, not in and out times)

\_\_\_\_\_  
 Fri      Sat      Sun      Mon      Tue      Wed      Thur

### **All signatures are required for approval:**

Requested By: \_\_\_\_\_  
A&P/USPS/Faculty Employee Date

Approved: \_\_\_\_\_  
Supervisor Date

Approved: \_\_\_\_\_  
Dean/Director/Department Head/Vice President Date