Company Memo to Employees Regarding Flextime

To: All Employees

Re: New Staggered Arrival Times

Starting Monday, [*date*], employees who have obtained the consent of their managers will have the option of arriving at work at a time between the hours of [*7:30*] A.M. and [*9:30*] A.M. In keeping with the new arrival times, lunch breaks will be scheduled between [11:00] A.M. and [*2:00*] P.M. The workday will continue to end [*8*] hours after it begins, so that employees arriving at [*7:30*] A.M. will leave at [*3:30*] P.M., whereas those employees arriving at [*9:30*] A.M. will be expected to remain through [*5:30*] P.M. Once an employee and a manager have agreed on an arrival time, the employee will be due at work at that time every day.

Managers will make every effort to accommodate their employees' preferences. However, no request for a change in work hours shall be approved if the change would diminish the effectiveness of a team, result in lower individual or unit effectiveness, or leave an essential function (such as coverage of a reception area) unperformed. If these new schedules do not work well for individual sections or for individual employees, managers will authorize other changes in employees' work schedules at their discretion. Employees who are required to return to their old schedule will receive at least [*1*] week's notice of these changes.

Please fill in the Flextime enclosed preference form and return it to your supervisor before [*date*], even if you do not wish to change your hours. Your manager will need to look at the requests of all employees before granting any requests.

Flextime Preference Form

Employee Name _____

Position _____

I would prefer to arrive at work at _____ A.M. and take lunch at _____.

I understand that if this request is granted, I would be expected to work until _____ P.M.

I currently arrive at _____ A.M. and take lunch at _____.

Date _____ Employee _____

_____ *Please do not write below this line* _____

☐ Recommend Approval

☐ Recommend Disapproval

Employee should be asked to arrive between the hours of _____ A.M. and _____.

Reason for disapproval _____

_____

_____

_____

_____

Signature _____ Date _____