

Attachment A
Montclair State University
Employee Flextime Work Schedule Form

Please select from one of the following work alternatives using these guidelines for all programs:

- Core hours at the University are typically 8:30 – 4:30 p.m. Monday through Friday during the academic year. To the extent that any individual unit may have core hours that vary from this pattern, the unit director will ensure that employees in the unit are aware of its core hours.
- Lunchtime must be a minimum of 30 minutes.

REASON FOR REQUEST: Childcare Eldercare Other: _____

Requested start date: _____ Requested end date: _____

Lunch Time: _____ to _____ = _____ minutes

Arrival/Departure Times:

Monday	_____ to _____	Thursday	_____ to _____
Tuesday	_____ to _____	Friday	_____ to _____
Wednesday	_____ to _____		

I, the undersigned employee, fully understand that the approval of any flextime work schedule is conditional and subject to the approval of the University. I have read Montclair State University's policy and procedures for Flextime Work Schedules and understand the guidelines set forth.

Employee's Name Printed

Employee's Department

Employee's Signature & Date

Employee's Division

Supervisor's Signature & Date

Approval Disapproval

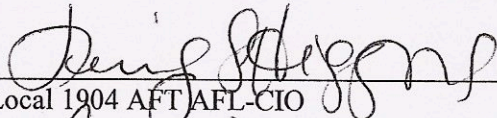
Dean/Vice President's Signature & Date

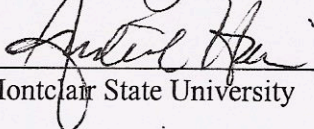
Approval Disapproval

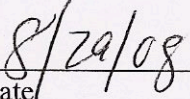
cc: Human Resources

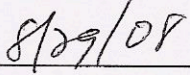
MONTCLAIR STATE UNIVERSITY
AND
LOCAL 1904 AFT/AFL-CIO
FLEXTIME APPLICATION PROCEDURES

1. A professional staff member or librarian wishing to participate in a flextime arrangement shall complete the Flextime Work Schedule Request Form and forward it to his/her immediate supervisor.
2. The immediate supervisor shall consider the request, and, in accordance with the University's policy on Flextime Work Schedules shall make a recommendation to the division vice president.
3. In the event a request for a trial period or extension of flextime is denied, the employee is encouraged to meet with his/her immediate supervisor to clarify the request.
4. The division vice president shall consider the request, and, in accordance with the University's policy on Flextime Work Schedules shall render a determination as to whether the request is approved or denied.
5. A copy of the completed Flextime Work Schedule Request Form shall be provided to the requesting employee and a copy sent to the Division of Human Resources.
6. The final determination shall be rendered no longer than 30 work days following the date of submission to the immediate supervisor.


Local 1904 AFT/AFL-CIO


Montclair State University


Date


Date