

UNT Alternate Work Schedule Request

To request an Alternate Work Schedule: Page 1 to be completed by employee. Page 2 to be completed by direct supervisor to finalize the request. All completed forms (APPROVED OR DENIED) must be submitted to Campus HR (HRAdministration@untsystem.edu).

All Remote/Hybrid Requests should be submitted online. More information, including how to submit a request for Hybrid/Remote Work can be found at the [FWA website](#).

Employee Name

Employee ID #

Job Title

Employee Status

Supervisor Name

Department ID #

Department

Campus

Alternate Schedule

Type:

Compressed Week *(Extending daily work hours to complete the [Standard Work Hours](#) in fewer days)*

Flexible Schedule *(Adjusting work start and end times, outside the [Normal Operating Hours](#) of the department/university)*

Effective Start/End Date(s) Proposed:

Provide a description of the arrangement you are requesting:

Date of submission to supervisor:

The next section of this form is to be completed by your direct supervisor.

The proposal is:

- approved
- approved, with supervisor amendments
- not approved

Final description of the arrangement as amended by the supervisor and agreed upon with the employee:

If the employee's proposal is NOT approved, provide the reason here:

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1. The supervisor and employee have completed the Flexible Work Arrangement training. Information about the FWA training and other resources can be found on the [UNT System HR Flexible Work Arrangement website](#).
 2. The employee agrees to adhere to applicable guidelines and policies.
 3. The department concurs with employee participation and agrees to adhere to applicable guidelines and policies.
 4. A copy of the applicable Flexible Work Arrangement Policy and Flexible Work Arrangement Guidelines have been given to the employee and reviewed by the supervisor.

Agree Do Not Agree

Employee Signature

Date

Supervisor Signature

Date

Secondary Supervisor Signature

Date

Human Resources Representative

Date