



DJJ Flextime Application

Operational needs and workload distribution requirements must be considered when requesting a flexible schedule. Employees whose schedules are already modified (flexible/alternate) may not be able to participate due to time restrictions.

Every effort will be made to accommodate eligible employees' requests for a flex schedule without jeopardizing effective operations. Supervisors will be responsible for ensuring that there continues to be sufficient coverage to meet operational needs of their program area/unit.

Complete the form below and submit it to your supervisor for approval. A copy of this form will be returned to the employee indicating approval or disapproval by the supervisor. The original form should be submitted to the Bureau of Personnel for filing. Approval of a flex schedule can be withdrawn at any time at the discretion of the supervisor.

Employee's Name: _____ PeopleFirst ID: _____

Supervisor's Name: _____

Approved: ___Y ___N

Signature of Supervisor: _____

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Beginning Time							
Lunch Period From:							
Lunch Period To:							
Ending Time							
Total Hours Worked							

Each employee may be granted a 15-minute work break during the first half of their work shift and a 15-minute work break during the second half of their work shift. However, the lunch break and break periods may not be used to cover a late arrival on duty or an early departure from duty. Nor may the break period be divided and utilized for more than one break period for each half of the work shift. Career Service employees are required to take a minimum of a half hour lunch if they work at least 8 hours a day.

cc: Personnel File