

**UNIVERSITY OF CONNECTICUT  
FLEXTIME SCHEDULE SELECTION FORM  
FOR ADMINISTRATIVE CLERICAL (NP-3) EMPLOYEES**  
SELECTION PERIOD: 11-12    ACADEMIC YEAR: 08/31/11 - 05/9/12  
SUMMER 2012: 05/10/12 - 08/29/12

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**SECTION I: EMPLOYEE**

Employee:

Title:

Department:

Unit:

Phone:

Check **only one** of the schedules listed below:

- 7:30 am – 4:00 pm ½ hour lunch
- 7:30 am – 4:30 pm 1 hour lunch
- 7:30 am – 5:00 pm 1 ½ hour lunch
- 7:45 am – 4:15 pm ½ hour lunch
- 7:45 am – 4:45 pm 1 hour lunch
- 7:45 am – 5:15 pm 1 ½ hour lunch
- 8:00 am – 4:30 pm ½ hour lunch
- 8:00 am – 5:00 pm 1 hour lunch

- 8:00 am – 5:30 pm 1 ½ hour lunch
- 8:15 am – 4:45 pm ½ hour lunch
- 8:15 am – 5:15 pm 1 hour lunch
- 8:30 am – 5:00 pm ½ hour lunch
- 8:30 am – 5:30 pm 1 hour lunch
- 8:45 am – 5:15 pm ½ hour lunch
- 9:00 am – 5:30 pm ½ hour lunch

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Employee's Signature

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Date

**SECTION II: SUPERVISOR**

Can you approve the work schedule request? (Consider impact on work operation, departmental needs and employee's seniority)

- Yes (If yes, send to Dean/Director/Department Head for signature)
- No (Please explain)

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Supervisor's Signature

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Date

**SECTION III: DEAN, DIRECTOR, DEPARTMENT HEAD**

Do you concur with the work schedule arrangements made above?

- Yes
- No (Please explain)

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Dean, Director, Department Head's Signature

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Date

Send a COPY of the completed form to: Department of Human Resources, Unit 5075. Please call Human Resources at 486-5684 with any questions.