

APA FLEXIBLE SCHEDULING PLAN



For planning purposes, consider the work year as August 15 to August 14 of the following year.

DEPARTMENT:

Date Revised:

My area does not need/use flexible scheduling (except in the case of emergency/crisis)

FLEXIBLE SCHEDULING PLAN

Peak Period(s) for the year List and describe each peak period.

Non-Peak Schedule Adjustments for the year:

Describe when and how you will grant flexible scheduling relative to the Peak Period(s) listed above.

Signature of Administrator

Date

Signature of Administrative Area Supervisor

Date