

**Indian Affairs
Maxiflex Work Schedule Agreement**

Employee Name: _____

Position Title/Series/Grade: _____

Please mark an "X" next to the applicable selection below:

<p>____ I would like to work full Maxiflex. My flexible arrival time band would be from _____ a.m. to _____ a.m., and my flexible departure time band would be from _____ p.m. to _____ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor's approval between the hours of _____ a.m. and _____ p.m.</p> <p>Core hours are 10:00 a.m. to 2:00 p.m. for the National Capital Region (NCR), and 9:30 a.m. to 3:30 p.m. for all other areas. I will be working on _____ (days of the week). For employees teleworking or working remotely, the core hours are 9:30 a.m. to 3:30 p.m.</p>

OR

<p>____ I would like to work Maxiflex 5/4-9 OR 4/10. My flexible arrival time band would be from _____ a.m. to _____ a.m., and my flexible departure time band would be from _____ p.m. to _____ p.m. I understand that I may not arrive earlier than the beginning of the arrival band nor depart later than the end of the departure band. I may take a flexible lunch with my supervisor's approval between the hours of _____ a.m. and _____ p.m.</p> <p>Core hours are 10:00 a.m. to 2:00 p.m. for the National Capital Region (NCR), and 9:30 a.m. to 3:30 p.m. for all other areas. I will be working on _____ (days of the week). For employees teleworking or working remotely, the core hours are 9:30 a.m. to 3:30 p.m.</p>
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I understand that I must inform my immediate supervisor of my planned work schedule by the beginning of each pay period. I have read, understand, and agree to all the provisions of the Indian Affairs AWS and other Time and Attendance policies that are applicable to the work schedule I have requested.

I understand that Maxiflex is a privilege and as such I have no inherent right to a Maxiflex schedule, and that the approval of my Maxiflex request is at the sole discretion of my supervisor.

I understand that I may not work more than 12 hours in a day unless required to do so as overtime. I further understand that I may be requested to arrive at an alternative or a specific time on occasion when necessary to provide office coverage, attend meetings, training, or conferences; and that when requested, I must comply.

Employee Signature: _____ Date: _____

_____ Approved _____ Not approved

Supervisor Signature: _____ Date: _____

Second Level Supervisor Concurrence: _____ Date: _____

(Only for "Not approved", and the reason must be articulated to the employee in writing. You may attach the explanation to this agreement.)