

MSFC FLEXITOUR REQUEST

NAME (Print or type - Last, First, Middle Initial):	JOB TITLE:	ORGANIZATION:
		PAYROLL NO.:

Request my tour of duty be established as the Flexitour option designated below effective on the pay period starting
I understand that if this request is approved, the Flexitour I have selected may not be changed for at least two pay periods after the effective date except for emergency situations, with the approval of my supervisor.

FLEXITOUR OPTIONS (Check One)

1. <input type="checkbox"/> 7:00 - 3:30	4. <input type="checkbox"/> 7:45 - 4:15	7. <input type="checkbox"/> 8:30 - 5:00	SIGNATURE OF EMPLOYEE AND DATE:
2. <input type="checkbox"/> 7:15 - 3:45	5. <input type="checkbox"/> 8:00 - 4:30	8. <input type="checkbox"/> 8:45 - 5:15	
3. <input type="checkbox"/> 7:30 - 4:00	6. <input type="checkbox"/> 8:15 - 4:45	9. <input type="checkbox"/> 9:00 - 5:30	

OFFICIAL ACTION ON REQUEST

I have reviewed your Flexitour request against the requirements of your job assignment and have determined that your hours of work will be:

<input type="checkbox"/> As requested	<input type="checkbox"/> Option	<input type="checkbox"/> Currently Approved Irregular Tour	<input type="checkbox"/> Other (to)
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SIGNATURE OF SUPERVISOR:	DATE:
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