

# Region IX Education Cooperative

## Non-Exempt Employee

### Flex Form

<b>Flex Time Accumulated – Prior Approval Required</b>						
Category/Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Subtotal
Flex Time Accumulated Date, Time, Total Hours Required	Date	Date	Date	Date	Date	
	Time	Time	Time	Time	Time	
	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	
Explanation:						
I have received prior approval from my supervisor to claim the above flex time hours.						
Employee Signature:			Date:			
I have authorized the above employee to claim the stated flex time hours for a work-related project.						
Supervisors Signature:			Date Granted:			

<b>Flex Time Request</b>						
Category/Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Subtotal
Flex Time Requested:						
Total						
Explanation:						
Employee Signature:				Date:		
Supervisor Signature:				Date Granted:		

Original Copy – Employee

Copy - Supervisor

Revised 08/08

#### **2172 Flex Time (Non-Exempt Only)**

Flextime is defined as work time performed beyond 40 hours.<sup>1</sup> Flex time must have prior written approval of the executive director or the program supervisor. NM State Law allows for Flextime (compensatory time). State law also requires that flex time must be used within the week it was accrued. Therefore, time not used may be lost.

<sup>1</sup> Reference : <http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=5&PART=550&SECTION=114&TYPE=TEXT>