



Flex@X Earned Time Off Worksheet

Under an Earned Time off plan, an employee works additional hours and receives a day off on a pre-agreed schedule. The time must be earned and taken within a three-week period. The maximum additional hours an employee can work on any one day is 1.5. Specify your requested schedule:

Week 1

Day	Arrival Time	Lunch Start	Lunch End	Departure Time	Daily Hours*
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Weekly Hours	

Week 2

Day	Arrival Time	Lunch Start	Lunch End	Departure Time	Daily Hours*
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Weekly Hours	

Week 3

Day	Arrival Time	Lunch Start	Lunch End	Departure Time	Daily Hours*
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Weekly Hours	