

**REQUEST FOR FLEXIBLE SCHEDULING FOR ADMINISTRATORS
TEACHING IN THE DAY SCHOOL**

An Administrator teaching a course during normal working hours must make careful arrangements to compensate for the time that he or she is absent from the performance of regular duties. To meet this requirement the individual must, in advance of any contract execution, provide his or her Administrative Area Supervisor with a detailed description of the manner in which those hours lost to regular duties because of teaching a course will be added to the weekly work schedule. The University reserves the right to affirm to its satisfaction that an affected individual is in fact meeting the terms of such an agreement. Failure to adhere to the agreed upon schedule can result in disciplinary action and in suspension of future teaching opportunities.

Administrator's Name: _____

Department and Title: _____

Date of Request: _____

Course/Department: _____ Term: _____ Day/Time: _____

Normal Administrative Hours:
(Example: Monday - Friday 8:00 am – 4:00 pm or Monday - Friday 9:00 am – 5:00pm)

Adjusted schedule for teaching semester: (Administrative Hours, Teaching, Advising)

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Signature of Administrator: _____ Date: _____

Signature of Administrative Area Supervisor:
_____ Date: _____

Administrative Area Supervisor (Print):

PLEASE RETURN COMPLETED FORM TO PAYROLL
Updated February 2016