

COVID-19 - Flexible Staffing Request Form

Employees may temporarily (1) reduce their hours or (2) flex their on campus work schedule to accommodate working in the evenings and on weekends. Completed requests should be submitted to the Department of Human Resources at HRRecords@case.edu and will go through June 30, 2021.

Requestor completes this section

Employee Name		Employee ID #	
Dept/Mgmt Ctr	Employee Job Title	<input type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt	
Supervisor Name	Employee Work Phone #	Employee Case Email Address	

Flexible Staffing Option Requested

Start Date: _____

<input type="checkbox"/> Reduced Schedule (Part-time)	<input type="checkbox"/> Flexible Work Week (Flextime)
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Requested part-time or flexible work schedule

The university's [work week](#) begins 12:01 am Sunday and ends midnight the following Saturday. Exempt employee working a reduced schedule will temporarily be reclassified to non-exempt.

Day	Hours (Note Lunch Break)
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Total Weekly Hours	

These changes are effective through June 30, 2021. This request does not alter or supersede the terms of the existing employment at-will relationship. Additionally, the employee remains obligated to comply with all university policies and procedures.

Employee Signature	Date
Supervisor Signature	Date