

Flexitime Agreement

Employee Name

Department

Position

Date

1. Purpose

2. Flexitime Details

Day	Core Hours	Flexitime Range
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>

3. Conditions

4. Review and Amendments

Employee Signature

Date

Manager Signature

Date