Staggered Hours Proposal

Date:			
Department / Team:			
Prepared By:			
1. Proposal Summary			
i. Proposai Summary			
2. Objectives			
2. Dwaw and Ctangers	l llavora Calaadoola		
3. Proposed Staggered			
Employee/Role	Start Time	End Time	Notes
4. Rationale			
T. Nationale			
5. Expected Benefits			
•			

6. Challenge	s & Mitigation	on	
7. Implemen	tation Plan		
8 Annrovals	•		
8. Approvals	•		

Name	Title	Signature	Date	