

# Staggered Hours Proposal

Date:

Department / Team:

Prepared By:

## 1. Proposal Summary

## 2. Objectives

## 3. Proposed Staggered Hours Schedule

Employee/Role	Start Time	End Time	Notes

## 4. Rationale

## 5. Expected Benefits

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6. Challenges & Mitigation

7. Implementation Plan

8. Approvals

Name	Title	Signature	Date