

REQUEST TO ATTEND CLASSES DURING NORMAL WORKING HOURS

Texas A&M Forest Service recognizes the value and contribution of its employees by permitting educational opportunities for employees registering as students. This opportunity allows budgeted employees to meet personal and professional goals.

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| --- | --- |
| **Name:**       | **Date:**       |

|  |  |
| --- | --- |
| **Title:**       | **Department:**       |

Semester/Term: Fiscal Year

[ ]  Fall [ ]  Spring [ ]  Summer [ ]  Mini-Mester [ ]  Competency-Based Education (CBE) Term

|  |
| --- |
|       |

Course:

Part of Degree Plan: [ ] Yes / [ ] No

Workhours Attending Classes (workdays and times):

|  |
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|       |

[ ]  My plan is to make up the class time off based on the attached *Flex Work Schedule Request*

[ ]  I plan to use vacation or compensatory time.

**Acknowledgements / Certifications**

Any time requested beyond the approved time will require my use of additional compensatory or vacation time. The approved time will not count as hours worked for purposes of FLSA overtime. I certify that agency operations will not be impaired by the required absence for classes.

**Signatures/Approvals**

|  |  |  |
| --- | --- | --- |
|  | **Signature** | **Date** |
| Employee |  |  |
| Supervisor |  |  |
| Department Head |  |  |
| Associate Director |  |  |
| Director |  |  |