



THE PLACE TO BE.  
**CHRISTIANSBURG VA**

**Temporary Flexible Work Agreement**

**Employee Information**

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

FLSA status:      Exempt                  Nonexempt

This temporary flexible work agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Regular work schedule: \_\_\_\_\_

\_\_\_\_\_

**Requested flexible work schedule:** \_\_\_\_\_

\_\_\_\_\_

**The employee agrees to the following:**

- All conditions, provisions and expectations of your employment remain the same.
- All Town and Department policies and procedures still apply.
- The continuation and/or extension of this arrangement is at the discretion of the Department.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head signature: \_\_\_\_\_ Date: \_\_\_\_\_