

SUMMER FLEX PLAN

Management & Professional Staff (MaPS)



Application for Participation

Name:	
Employee ID:	
Faculty/ Department:	
Position/ Title:	
Anniversary Date:	
Vacation Balance (# days as of June 30):	
Email:	
Phone:	

The Summer Schedule is effective from July 3 to August 25, 2023. Within a two-week period, staff work their regular number of hours over nine (9) days, to allow for an extra day off.

Please select:

Day off (select one)	Commencing (select one)
Monday	July 3
	July 10
Friday	July 7
	July 14

Employee Authorization

Employee Signature

Date

Manager Authorization

Manager Signature

Date

Please submit completed applications to hrhire@ucalgary.ca no later than **June 16, 2023**.