

# SUMMER FLEX PLAN

## Management & Professional Staff (MaPS)



### Application for Participation

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

The Summer Schedule is effective from **July 8 to August 30, 2024**. Within each two-week cycle 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 8
	July 15
Friday	July 12
	July 19

#### Employee Authorization

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

#### Manager Authorization

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

Please submit completed applications to [hrhire@ucalgary.ca](mailto:hrhire@ucalgary.ca) no later than **June 28, 2024**.