

Flexible Working Request Form for Ramadan

Employee Information

Name:

Position:

Department:

Manager/Supervisor:

Date of Request:

Requested Adjustments for Ramadan

Adjusted Working Hours:

(Specify preferred start and end times, e.g., shorter days, earlier/later shifts, or reduced hours if possible)

Flexible Break Times for Prayer and Breaking Fast:

I would like to use existing break times for prayer and to break my fast.

Additional Notes (Optional): If adjustments to standard break times are needed, please specify.

Remote Work Request:

(If applicable, specify if remote work is preferred during certain days or periods)

Duration of Adjustments

Start Date:

End Date:

Additional Information

Religious Observances:

(Optional – note any specific accommodations, such as preferred timing for iftar or additional rest breaks if fasting impacts energy)

Health & Well-being:

(Any specific adjustments requested to support well-being during fasting)

Acknowledgment

Employee Signature:

Date:

Manager's Response

Approved/Declined:

Comments/Notes: (Include any alternative suggestions for break arrangements or flexible timing)