**ANEXO V**

**ACRÉSCIMO DE VAGAS PARA FLEXIBILIZAÇÃO DA JORNADA DE TRABALHO**

Ao Magnífico Reitor,

Requeremos a ampliação do número de vagas de flexibilização da jornada de do(a) setor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, decisão \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ devido a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_O plano de trabalho será mantido da mesma forma que consta no processo inicial atendendo assim aos critérios previstos no Decreto nº 1.590/1995 e na Resolução 063/2019-CAD.

Quantidade de vagas a serem acrescidas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cargo(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_de\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_de\_\_\_\_\_\_

Assinatura e carimbo da Chefia imediata do setor

Anuência do dirigente da unidade organizacional

1. Descrição das atividades dos servidores:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SIAPE** | **CARGO** | **SERVIDOR** | **ATIVIDADE** **(DE ACORDO COM DETALHAMENTO DO ITEM 1)** | **HORÁRIO DA ESCALA DE TRABALHO** |
|  |  |  | a.  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | b.  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | c.  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | d.  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | e. |  |
|  |  |  |  |
|  |  |  |  |

1. Escala de Trabalho dos Servidores:

SETOR:

UNIDADE:

|  |
| --- |
| **Semana: \_\_\_/\_\_\_/\_\_\_\_ a \_\_\_/\_\_\_/\_\_\_\_** |
| **Nome Completodo Servidor** | **Cargo** | **HORÁRIO DE ESCALA** |
| **Segunda** | **Terça** | **Quarta** | **Quinta** | **Sexta** |
|  |  | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 |
|  |  | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 |
|  |  | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 |
|  |  | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 |
|  |  | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 |
|  |  | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 | 00:00 as 00:00 |