



Request for Work Schedule Change Form

Employee Name: _____

Agreement Begin Date: _____ Agreement End/Review Date: _____

Select summer work schedule requested:

A 37.5-hour work week in four days with three 9.5-hour days and one 9.0-hour day.

(All hours must be worked at the employee's central work place- where employee is normally located.)

A 37.5-hour work week in five days with four 8.5-hour days and one 3.5-hour day is worked.

Enter proposed work days and hours worked on those days.:

<div><div><input type="checkbox"/> Exempt employee</div><div><input type="checkbox"/> Non-exempt employee (1 hr. lunch break must be scheduled).</div></div>	Summer Alternate Work Schedule (hours)				
Days	On-Site		Off-Site		
	Begin	End	Begin	End	Total hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

Employee Comments:

Employee Signature: _____ Date: _____

Approved Denied

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Supervisor and/or Vice President Comments:
