

## ALTERNATIVE WORK SCHEDULE REQUEST

Add \_\_\_\_\_ Change \_\_\_\_\_

1. **Program Area:** \_\_\_\_\_ **Center #** \_\_\_\_\_

\_\_\_\_\_  
Employee Name

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

Employee # \_\_\_\_\_ Employee Position: \_\_\_\_\_

2. **Compressed Work Schedule:**

WEEK #1	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
Time In:								X
Time Out:								X
Lunch: (time allowed, ex: 30 min.)								X
Hours Worked:								

WEEK #2	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
Time In:								X
Time Out:								X
Lunch: (time allowed, ex: 30 min.)								X
Hours Worked:								

3. **Flexible Work Schedule:**

Flex Time Hours: \_\_\_\_\_

Core Hours: \_\_\_\_\_

4. **Program Approval**

Supervisor: Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

Director: Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

HR \_\_