

Notification of Intent to Work Credit Hours

U.S. Department of Housing
and Urban Development
Office of Chief Human Capital Officer

Employee's Name:	Organization Name:	Date:	
Employee's Signature:	Your Current Credit Hour Balance:	Pay Period Dates Beginning:	Ending:
X			

Each notification must apply only to 1 pay period. Do not split pay period.

Credit hours may be earned only by full-time employees who are not working compressed work schedules.

Work performed to earn credit hours shall not begin prior to 7:00 a.m. local time nor extend past 6:30 p.m. local time.

Note:

- You can earn up to 3 credit hours per work day in quarter-hour increments.
- The most credit hours you can have available on any day in a pay period is 24.
- The most credit hours you can carry from pay period to pay period is 24.

Enter the Proposed Date, Credit hour Start Time, and End Time under the day(s) you wish to earn the credit hour(s).

	Sunday	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday
Proposed Date(s):							
Credit Hour Start Time:							
End Time:							

	Sunday	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday
Proposed Date(s):							
Credit Hour Start Time:							
End Time:							

- ☐ Acknowledged
☐ Disapproved

Supervisor's Signature & Date:

X