

Compressed Work Schedule Analysis

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

Immediate supervisors may use this form for analyzing the use of compressed work schedules within their offices. Write the employee's name in the first column. Then, in the appropriate columns, write '8' for the 8-hour day and 'off' for the day the employee wants off. After you have done this for each employee, compare it with the workload to make sure your group's functions are adequately met.

Organization Name:	From:	To:
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Employees Name	WeekOne	WeekTwo	Remarks
_____	Mon Tues Wed Thurs Fri	Mon Tues Wed Thurs Fri	_____
_____	Mon Tues Wed Thurs Fri	Mon Tues Wed Thurs Fri	_____
_____	Mon Tues Wed Thurs Fri	Mon Tues Wed Thurs Fri	_____
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