



Alternative Work Schedule Request & Agreement

Employee Name: _____

EIN: _____ Department: _____

I, _____, am requesting permission to work an Alternative Work Schedule (AWS), which is at the discretion of my Appointing Authority. I am choosing the following schedule that has been approved for use by my Department:

_____ Four 10-hour days, with _____ as my additional day off.

_____ A "9/80" schedule. I am an exempt employee, requesting _____ as my Short Day and Flex Day.

_____ A "9/80" schedule. requesting _____ as my Short Day (Half Day) each week.

- My requested daily start time is _____.
- I understand that my scheduled Short Day and Flex Day must be the same day of the week, unless interrupted by a County holiday, and cannot be changed.
- I am requesting a _____ unpaid meal break on applicable work days.
- I have reviewed and agree to follow the Alternative Work Schedule Administrative Procedure.
- I will adhere to the attached schedule. Should I fail to adhere to the attached schedule, my AWS may be revoked and I will be placed into a Standard Work Schedule.
- I understand that AWS is a privilege, not an employee right.
- I understand that I am unable to change my AWS once it has been established, but I am able to request to return to a Standard Work Schedule.
- I understand that I will receive 8 hours of pay for holidays and must charge additional time to my available accrued vacation leave or compensatory time to supplement the remainder of my scheduled work day, if I am scheduled to work more than 8 hours, in order to receive full pay for the holiday.
- I understand that a minimum of a 30-minute unpaid meal break is required each work day.

Employee Signature

Date

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For Appointing Authority Use Only:

Your request is **APPROVED** **DENIED**

If Approved: Your AWS of _____ will begin on _____.

An unpaid meal break of _____ is required on regularly scheduled days of more than 4 hours worked.

Notes:

Appointing Authority/Designee Signature

Date

Alternative Work Schedule for _____:

AWS Week #1

	<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WEDS</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
Day Type							
In Time							
Out Time							
# of Hours Worked							

AWS Week #2

	<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WEDS</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
Day Type							
In Time							
Out Time							
# of Hours Worked							