Department of Information Technology
Employee Work Schedule Form

Employee: ________________________________  Effective Date: _____________________

Must be the 1st of the month

Alternative work schedules must be approved by management. Employees subject to Fair Labor Standards Act must select either A. or B.

Designate 1 hour or 1/2 hour for lunch periods

A. □ Core Work Week: Monday through Friday, with a lunch period of __________ hour.

B. □ Flexible Schedule: 9 hours - Monday through Thursday, 4 hours – Friday, with a lunch period of __________ hours; or similar variation during week.

C. □ Two Week Schedule: Week 1: 9 hours – Monday through Thursday, 8 hours - Friday; Week 2: 9 hours Monday through Thursday, with a lunch period of _________ hour, or similar variation during two week period.  Must indicate actual date of 1st scheduled day off in the table below.

D. □ IMC Schedule: Week 1: 12 hours – Saturday, 11 hours Wednesday through Friday; Week 2 – 11 hours Saturday, 12 hours – Thursday & Friday, with lunch period of _________ hour; or similar variation during two week period.

E. □ Operations & Service Desk Schedule: 12 hours – Saturday & Sunday, 8 hours – Monday & Friday, with a lunch period of _________ hour; or similar variation during week.

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<td>Week One Start and End times</td>
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<td>Week Two Start and End times</td>
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I understand that I am expected to adhere to this schedule unless exceptions or changes are approved by my supervisor. I also understand that this schedule may be revoked at any time by management.

__________________________________________  ____________________________
Employee Signature                          Date

__________________________________________  ____________________________
Manager Signature                           Date

Send approved form to Human Resources

Work Schedule Form - May 24, 2017 May 24, 2017