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.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Week One Start and End times							
Week Two Start and End times							

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