Application for Alternative Work Schedule (2015-16)

Part A – To be completed by employee:

I. Time Period (You may check more than one box “up to a year” if you plan to stay on the same schedule):
   - □ Academic Year (August 20, 2015 through May 18, 2016)
   - □ Winter Intersession (December 17, 2015 – January 13, 2016)
   - □ Summer Intersession (May 19, 2016, through August 17, 2016)
   - □ Other (list dates if different from above) _____

II. Option (see reverse for examples):
   - □ Flex Time (Staggered hours)
     List hours to be worked: _____
   - □ Compressed Workweek (select one):
     - □ Four and a half day workweek
     - □ Four day workweek (available only during summer & winter intersessions)
     List days/hours to be worked: _____
   - □ Compressed Payroll Period (9 days/pay period; not available to 40-hour/week, overtime eligible employees)
     List days/hours to be worked: _____

______________________________    __________________________
Employee (print name)    Department

______________________________    __________________________
Employee’s signature    Date

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Part B. – To be completed by supervisor(s) and vice president:

I.  □ Approval recommended  □ Denial recommended
   Comments: _____________________________________________________________________________________

______________________________    __________________________
Immediate supervisor’s signature    Date

II. □ Approval recommended  □ Denial recommended
    Comments: _____________________________________________________________________________________

______________________________    __________________________
Next level supervisor’s signature (if applicable)    Date

III. □ Approval recommended  □ Denial recommended
     Comments: _____________________________________________________________________________________

______________________________    __________________________
Next level supervisor’s signature (if applicable)    Date

IV. □ Approved  □ Denied
    Vice president’s signature    Date

Original: Human Resources    Copies: Employee, supervisor, Payroll    (6/4/16)