

Application for Alternative Work Schedule (2019-2020)

Part A – To be completed by employee:

The employee will automatically be returned to their previous work schedule at the conclusion of their approved AWS period.

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 22, 2019 through May 13, 2020)
Winter Intersession (December 12, 2019 – January 22, 2020)
Summer Intersession (May 14, 2020 through August 19, 2020)
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:

Please provide any details and/or reasons to be considered in reviewing this request (use reverse of this form.)

Employee (print name)

Department

Employee's signature

Date

Part B – To be completed by the direct or immediate supervisor(s) - Requests require approval up through the Director level only.

Immediate Supervisor Recommended:

- Approval recommended
Denial recommended

Comments:

Immediate/direct supervisor's signature

Date

Director:

- Approved - send CC to employee and original to Human Resources.
Denial recommended, Denials must be routed through to Vice President

Comments:

Director's signature (if applicable)

Date

- Approval recommended
Denial recommended

Comments:

Next level supervisor's signature (if applicable)

Date

- Approved
Denied

Vice President's signature

Date