Application for Alternative Work Schedule (2024-2025)

Part A – To be completed by employee:

employ	•						
Pay Po	eriod (Yoເ	may check more than one	box "up to a yea	ır" if you plan to	o stay on the s	same schedul	le):
	Summ	er Intersession (May 23, 20	24 through Augu	ıst 14, 2024)			
	Acade	mic Year (August 15, 2024 t	hrough May 21,	2025)			
	Winte	Intersession (December 5,	, 2024 – January	15, 2025)			
	Other	(list dates if different from	above)				
Optio	n (see rev	erse for examples):					
	Flex Ti	me (Staggered hours)					
	List ho	urs to be worked:					
	Compi	essed Workweek (select or	ne):				
		Four-and-a-half-day wor	kweek				
		Four-day workweek (ava	ilable only during	g summer & wir	nter intersess	ions)	
	List da	ys/hours to be worked:					
	Compi	essed Payroll Period (9 day	s/pay period; no	t available to 40	0-hour/week,	overtime elig	gible employees
	List da	ys/hours to be worked <u>:</u>					
Please	e provide	any details and/or reasons	to be considered	in reviewing th	nis request (us	se reverse of t	this form.)
Emplo		nature	Department Date		— —		
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Original: Payroll Copies: Employee, Supervisor, Human Resources