

Application for Alternative Work Schedule (2009-10)

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 6, 2009 through May 12, 2010)
Winter Intersession (December 10, 2009 – January 6, 2010)
Summer Intersession (May 13, 2010 through August 18, 2010)
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

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