



**Alternative Work Schedule
Request Form and Agreement**

Employee Name: _____

Title: _____

Department: _____

Alternative Work Schedule Requested:

Day of the Week	Start Time	Length of Meal Period	End Time	Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
				TOTAL:

Describe how you will be able to continue, or enhance, your ability to meet the responsibilities of the position you hold:

Conditions of the Alternative Work Schedule Agreement:

- The arrangement will commence and can be discontinued at any time at the discretion of the supervisor if the arrangement does not meet the operational needs of the department and/or the employee fails to comply with the completed and approved Alternative Work Week Request Form and Agreement.
- The employee must adhere to the selected alternative work schedule; no changes will be allowed unless approved in advance by the supervisor.
- The employee must maintain the expected quantity and quality of work.
- The employee must maintain acceptable attendance.
- Nonexempt employees must continue to comply with the University's timekeeping and overtime policies.





- If at any time the employee requests a return to a standard work schedule, the supervisor may grant the request, in his or her discretion.
- If the employee fails to comply with the Alternative Work Schedule Agreement, he or she will be returned to the standard work schedule for the department and may be subject to disciplinary action.
- From time to time, it may be necessary for a supervisor to adjust the employee’s alternate work schedule. The supervisor should provide the employee with reasonable notice of the change whenever possible.
- University paid and unpaid leave policies will apply to an employee working under an Alternative Work Schedule.

Leave and Pay Specific to Alternative Work Schedules:

- An employee who is unable to work due to illness must request and use accrued sick leave in accordance with University policy and departmental procedures. Where applicable, employees and supervisors should be careful to confirm the number of hours of leave taken in light of the longer day worked.
- An employee who wishes to be relieved of responsibility for work on a particular day or days for reasons other than illness must request and use available annual leave in accordance with University policy and departmental procedures. The amount of annual leave charged will be equivalent to the hours the employee was scheduled to work and supervisors should calculate the leave based on the considerations noted above under the sick leave explanation.

I, the undersigned employee, fully understand the conditions of this Alternative Work Schedule Agreement.

(Signature)

(Date)

Supervisor Review:

_____ Approved

_____ Denied

(Signature)

(Date)

Printed Name: _____

Title: _____

Cc: Employee; Department File; Employee Personnel File

