



Human Resource Services

Last Name Katz	First Name Dhara	Employee A Number	FTE: 0.5
Position Title Office Assistant 2		Position is Overtime Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number 4117
Date of Request / Notice July 9, 2019	Start Date of Change August 1, 2019	End Date of Change (if temporary)	

Human Resource Services must review and ensure compliance with work hour requirements

SCHEDULE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Current Week 1							
Lunch Period							
Current Week 2 (if different from Week 1)							
Lunch Period							

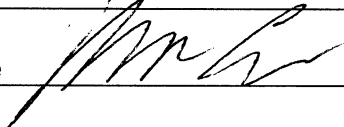
SCHEDULE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Proposed Week 1				10:00 - 6:30	10:00 - 6:30	11:00 - 3:00	
Lunch Period				1:00-1:30	1:00 - 1:30	None	
Proposed Week 2 (if different from Week 1)							
Lunch Period							

☐ The Proposed work schedule is eligible for Shift Premium (Majority of time spent working between 5PM & 7AM)

Business need for Schedule Change:

Check All That Apply:	<input checked="" type="checkbox"/> Establish Schedule for New Employee	<input type="checkbox"/> Permanent Change
	<input type="checkbox"/> Supervisor's Notice to Employee	<input type="checkbox"/> Temporary Change
	<input type="checkbox"/> Employee's Request to Supervisor	<input type="checkbox"/> For Training Purposes
	<input type="checkbox"/> Mutually Agreed Change	<input type="checkbox"/> Emergency Schedule Change

☐ Prior written notice of schedule change was given to employee on Month: Day: Year:

Supervisor Signature 	Date 7-9-2019
Employee Signature	Date