

Employee's Name:	N-Code:						
I.	FLEXIBLE WORK SCHEDULE (FWS)						
<p>Effective / / , I voluntarily request to participate in a FWS, which is a weekly work period with start times varying within a range of 0500 to 0900 (subject to management approval).</p> <p>I request my hours of duty to be (<i>check one</i>) and annotate a start and end time (must be the same for each day worked):</p> <p style="text-align: right;"><small>*Enter in military time format (i.e. 0830 start time, 1500 end time, etc.)*</small></p> <div style="display: flex; justify-content: space-between;"> <div> <p>Five 8½-hour working days (includes 30-minute unpaid lunch)</p> <p>Five 9-hour working days (includes 1-hour unpaid lunch)</p> </div> <div> <p>Start Time:</p> <p>Start Time:</p> </div> <div> <p>End Time:</p> <p>End Time:</p> </div> </div>							
<p>I request to change from a FWS to a CWS. This will require you to fill in Section II and sign.</p>							
II.	COMPRESSED WORK SCHEDULE (CWS)						
<p>Effective / / , I voluntarily request to participate in a CWS, which is a bi-weekly work period consisting of:</p> <p>Eight 9½-hour days (includes 30-minute unpaid lunch) or eight 10-hour days (includes 1-hour unpaid lunch)</p> <p>One 8½-hour day (includes 30-minute unpaid lunch) or one 9-hour day (includes 1-hour unpaid lunch)</p> <p>One regular day off (RDO).</p> <p>I request my hours of duty to be as follows: <small>*Enter in military time format (i.e. 0830 start time, 1500 end time, etc.)*</small></p>							
Pay Period Hours of Duty							
Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time							
End Time							
Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start Time							
End Time							
<p>I request to change from a CWS to a FWS. This will require you to fill in Section I and sign.</p>							
III:							
<p>I, the employee, understand that:</p> <ul style="list-style-type: none"> • The effective date for any schedule implementation/change must start on the first day of a pay period. • My manager/supervisor must approve all schedule requests/changes, regular days off (RDOs), and any other work schedules; and must be informed in advance of any changes to desired starting/stopping times. • Supervisors shall approve or disapprove schedule changes. • All employees are required to be present during the core hours of 0900 to 1100 <i>and</i> 1300 to 1500. 							
IV.	EMPLOYEE'S SIGNATURE						
Employee's Signature:						Date:	
V.	SUPERVISOR'S RECOMMENDATION/SIGNATURE						
Approved Disapproved	Comments:						
Supervisor's Signature:						Date:	