

## ALTERNATE WORK SCHEDULE AGREEMENT – Request Form Instruction Sheet

The attached Alternate Work Schedule Agreement-Request form is required for all employees working an alternate work schedule. An alternate work schedule is any schedule other than 8 hours, 5 days a week, Monday through Friday (5-8's).

No schedules will be changed on the OSPS Work Schedule Data Screen without this form being completed and received by DAS Payroll.

### Complete the form as follows

Employee's name

Employee's ID number

Date Submitted

Agency name and division

Fill in alternative work schedule table information. All sections must be completed.

Section A – Enter total **Hours** (worked) each day.

Examples: (10, 10, 10, 10, 0) or (9, 9, 9, 9, 4)

Section B - Enter **Times** (from – to) worked each day

Examples: (7:30 – 5, 8-5, 9-6, 7-5)

Section C – Enter the **Length** of lunch period.

Enter **Beginning** and **Ending** dates

- a. All Schedules start on a Monday (exceptions: Schedule “F” and “M” see Article 90.5 13e,(1))
- b. “Until further notice” is an option for an ending date
- c. Payroll will not change to new alternate schedule without a new ‘Agreement’
- d. E-mail to payroll can be used to change to 5-8's

Employee and supervisor must sign and date

**Distribution:** DAS Payroll - Original agreement

Division/Section File – Copy of agreement