



ADJUSTED WORK SCHEDULE RECORD

This form should be completed and submitted to the Human Resources Office for file whenever a non-instructional full-time employee teaches a course during normal work hours (i.e. between 8:00 a.m. and 4:30 p.m.). The Principal Supervising Administrator (i.e. VP/Dean/Chair) should approve the adjusted work schedule prior to the initiation of the adjusted schedule.

Employee Name

This is to request the above employee be authorized to work an adjusted work schedule for the purpose of teaching a course(s) conflicting with normal work hours.

List the dates/term teaching: _____

List hours & days of the week teaching: _____

Explain how normal work schedule will be shifted:

Acknowledged: _____
Employee Signature Date

Approved: _____
VP/Dean/Chair/Supervisor Signature Date