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

Original – Human Resources Copy – Employee Copy – Supervisor