

Application for Alternative Work Schedule (2024-2025)

Part A – To be completed by employee:

The employee will automatically be returned to their previous work schedule at the conclusion of their approved AWS period.

I. Pay Period (You may check more than one box “up to a year” if you plan to stay on the same schedule):

- Summer Intersession (May 23, 2024 through August 14, 2024)
Academic Year (August 15, 2024 through May 21, 2025)
Winter Intersession (December 5, 2024 – January 15, 2025)
Other (list dates if different from above)

II. Option (see reverse for examples):

- Flex Time (Staggered hours)
List hours to be worked:
Compressed Workweek (select one):
Four-and-a-half-day workweek
Four-day workweek (available only during summer & winter intersessions)
List days/hours to be worked:
Compressed Payroll Period (9 days/pay period; not available to 40-hour/week, overtime eligible employees)
List days/hours to be worked:

Please provide any details and/or reasons to be considered in reviewing this request (use reverse of this form.)

Employee (print name) Department
Employee’s signature Date

Part B – To be completed by the direct or immediate supervisor(s) - Requests require approval up through the Director level only.

Immediate Supervisor Recommended:
Approval recommended Denial recommended

Comments:

Immediate/direct supervisor’s signature Date

Director:
Approved - send CC to employee and original to Payroll.
Denial recommended, Denials must be routed through to Vice President

Comments:

Director’s signature (if applicable) Date

Approval recommended Denial recommended

Comments:

Next level supervisor’s signature (if applicable) Date

Approved Denied

Vice President’s signature Date