|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stephen F. Austin**  **Compressed Work Schedule Request** | | | | | | | | | |
| Employee Name: | |  | | | | Job Title: | |  | |
| Department: |  | | |  | |  | | | |
| **Please check the proposed schedule, designate proposed arrival/departure times, the proposed work days and lunch hour.** | | | | | | | | | |
|  | | | | | | | | | |
| 4/10/40 (Four ten hour days each work week) | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Work days (Check all that apply) | Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday | | | |
|  | | | | | Lunch hour: |  | | | |
|  | | | | |  |  | | | |
| 9/8/80 (Eight nine hour days, 1 eight hour day for 80 hours in two week period). | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | |  |  | | | |
|  | | | | | Lunch hour: |  | | | |
|  | | | | | Day off in week two: | Monday  Tuesday  Wednesday  Thursday  Friday Saturday | | | |
|  | | | | |  |  | | | |
| 4/9/4 (Four nine hour days and 1 four hour day in a workweek). | | | | | Arrival time: | a.m. | | | |
|  | | | | | Departure time | p.m. | | | |
|  | | | | | Lunch Hour: |  | | | |
|  | | | | | Check four hour work day: | Monday  Tuesday  Wednesday Thursday  Friday  Saturday | | | |
|  | | | | |  |  | | | |
| **I** **fully understand that approved alternative work schedules are a privilege and not a right. I further understand that an approved alternative work schedule can be cancelled for reasons set forth in the guidelines for alternative work schedules**. | | | | | | | | | |
| Employee Signature: | | |  | | | | Date: | |  |
|  | | |  | | | |  | | |
| Supervisor Recommendation | | | Approve  Disapprove | | | | Comments: | | |
| Supervisor Signature: | | |  | | | | Date | |  |
|  | | |  | | | |  | | |
| Department Director | | | Approve  Disapprove | | | | Comments: | | |
| Department Director Signature: | | |  | | | | Date: | |  |