



DWD Policy 2021-23, Change 2 Attachment A

ALTERNATIVE WORK SCHEDULE AGREEMENT

Employee	First:	Last:
Supervisor	First:	Last:

Employees must work 75 hours over the 2-week pay period with a minimum of 35 and maximum of 40 hours per week. The "Off Day" may be selected by the employee or designated by DWD.

Schedule 1: Work a 4-day, 35 hours/ 5-day 40-hour schedule (Week 1/ Week 2) with one day off in the pay period or a 5-day, 40 hours/ 4-day, 35 hours (Week 1/ Week 2) with one day off in the pay period. Each day should also include up to 1 hour for lunch and hours of work may need to be adjusted accordingly.

Schedule 2: Work a 4 day, 37.5-hour schedule (Week 1/ Week 2) with one day off in each week of the pay period. Each day should also include up 1 hour for lunch and hours of work may need to be adjusted accordingly.

Schedule 1 Example

Week 1							Week 2						
Day	M	Tu	W	Th	F	Hours	M	Tu	W	Th	F	Hours	
Schedule	7:00 AM – 3:30 PM	N/A	Off	7:00 AM – 4:15 PM	N/A								
Hours	8	8	8	8	40	Off	8.75	8.75	8.75	8.75	8.75	35	

Schedule 2 Example

Week 1							Week 2						
Day	M	Tu	W	Th	F	Hours	M	Tu	W	Th	F	Hours	
Schedule	7:00 AM – 4:15 PM	7:00 AM – 4:15 PM	7:00 AM – 4:15 PM	7:00 AM – 3:45 PM	Off	N/A	7:00 AM – 4:15 PM	7:00 AM – 4:15 PM	7:00 AM – 4:15 PM	7:00 AM – 3:45 PM	Off	N/A	
Hours	9.5	9.5	9.5	9.0	Off	37.5	9.5	9.5	9.5	9.0	Off	37.5	

Schedule Preference: Choose an item.

Enter employee alternative work schedule below

Day		Monday	Tuesday	Wednesday	Thursday	Friday	Hours per Week	Hours per Pay Period
Week 1	Schedule							
	Hours							
Week 2	Schedule							
	Hours							

Describe Request:

Other Factors to Consider:



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Determination: **Approved**

Denied

Reasoning:

I understand:

- *This agreement is not valid until an affirmative determination has been made and it has been executed by all required parties; and*
- *That Alternative Work Schedule Agreements are **fixed** unless an agreement modification or termination is completed and approved.*

I agree:

- *That I have read, understand, and will abide by DWD Policy 2021-23, Change 2 DWD Employee Alternative Work Schedule Guidance policy;*
- *To abide by and operate in accordance with the terms and conditions described in the above-mentioned documents;*
- *That the sole purpose of this agreement is to regulate an Alternative Work Schedule and that it constitutes neither an employment contract nor an amendment to any existing contract; and*
- *To adhere to all applicable federal, state laws, policies. and guidance during all scheduled times.*

Request Date: [Click here to enter a date.](#) **End Date:** [Click here to enter a date.](#)

Signatory	Signature	Date (MM/DD/YYYY)
Employee		Click here to enter a date.
Supervisor		Click here to enter a date.
DWD Lead Team		Click here to enter a date.