



Family and Social Services Administration ALTERNATIVE WORK SCHEDULE REQUEST FORM

Participation in the FSSA alternative work schedule is considered an employee privilege and not an employee right. FSSA reserves the right to deny, disapprove or discontinue an individual employee's participation in this program immediately for performance or operational reasons.

FIXED FLEXTIME SCHEDULE

The employee will work five (5) days a week to equal 37.5 hours per week, however the hours worked will vary from the standard 8:00 am to 4:30 pm with a 1 hour lunch. The employee may choose to start their day earlier or later and/or may choose to have a 30min lunch break...

NINE DAY WORK PERIOD

One week of each pay period the employee will work five days and the other week of the pay period the employee will work four days with a total of seventy-five (75) hours being worked in the period. For an over-time eligible employee no more than forty (40) hours can be worked in either week.

(Example of Schedule - Overtime or Non-Overtime Eligible Employees)

Monday	Tuesday	Wednesday	Thursday	Friday	
8.00	8.00	8.00	8.00	8.00	= 40 hours
8.75	8.75	8.75	(off)	8.75	= 35 hours

(Example of Schedule - Non-Overtime Eligible Employees)

Monday	Tuesday	Wednesday	Thursday	Friday	
8.25	8.25	8.25	8.25	8.00	= 41 hours
8.50	8.50	8.50	(off)	8.50	= 34 hours

FOUR DAY WORK WEEK

The employee will work four (4) days a week to equal 37.5 hours per week. The employee will choose which day he/she will take off. The chosen day off must be the same day each week.

(Example of Schedule)

Monday	Tuesday	Wednesday	Thursday	Friday	
9.50	9.50	9.50	9.00	(off)	= 37.5 hours
9.50	9.50	9.50	9.00	(off)	= 37.5 hours

HOLIDAYS

If a holiday falls on a day that an employee is scheduled to work more than seven and a half (7.5) hours, the holiday will only cover seven and a half (7.5) hours of the time, the employee will be required to use PTO time for the remainder, or work out with their supervisor a different time within the pay period to make up the time.

If a holiday falls on a day that an employee is scheduled to have off then the employee will have to work seven and a half (7.5) hours less on other day(s) throughout the pay period. The employee must get approval from their supervisor for the specific hours that they will take off.



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Revised 07/25/2018

Family and Social Services Administration

Employee Name:	Date:
PeopleSoft ID:	Type of request:
Division:	Are you Over-Time eligible? Yes No

SCHEDULE REQUEST

I REQUEST A PAY PERIOD SCHEDULE AS FOLLOWS:

If an employee is over-time eligible, no more than forty (40) hours per week may be scheduled.

Week 1:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Start:						
Lunch Start:						
Lunch End:						
End:						
Total Hours:						

Week 2:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Start:						
Lunch Start:						
Lunch End:						
End:						
Total Hours:						

Total Hours for Period:	
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Notes:

Approver #1:	<input type="radio"/> Approved	<input type="radio"/> Denied
Approver #2: <small>Not Required</small>	<input type="radio"/> Approved	<input type="radio"/> Denied
Reason Denied:		

cc: Employee
 Employee fact file
 Employee personnel file