

MODIFIED WORK SCHEDULE FORM

EMPLOYEE'S NAME: _____

TITLE: _____

DEPARTMENT: _____ **UNIT:** _____

SCHEDULE FOR _____ **SEMESTER 200** _____

Indicate proposed work hours including breaks, lunch and/or class.
(Include travel time to and from class)

Day of week	Start time	Break: start/end	Lunch/class	Break: start/end	Stop time	Total Hours worked
SUN						
MON						
TUES						
WED						
THURS						
FRI						
SAT						

TOTAL: 37.5 hours

Employee signature

Date

Supervisor signature

Date

Department Head signature

Date

University Librarian or Designee

Date

List course(s) and day/hrs class meets: _____

University Attending: _____ Semester/Quarter: _____ Year: _____

Guidelines for modified schedules

- Requests for schedule changes must be submitted in writing to and approved by your supervisor and/or department head.
- Fill out the front page with your proposed schedule for the corresponding semester.
- Record start and end time for breaks, lunch and/or class. Include total hours of work for each workday.
- Staff working 5 hours or more, must take at least a 30-minute lunch within those 5 hours. It must be taken at least one hour before leaving for the day. The normal workday is 7.5 hours. Longer days may be scheduled with the approval of the supervisor. In those cases, 8.0 or 8.5 hours are usually the maximum. In no case, however, can the total time worked in a week exceed 37.5 hours.
- Employees should work at least 1.5 hours before taking a break. Breaks cannot be taken during the first and last hours of work.
- Two breaks are NOT permitted if working less than 7.5 hours consecutively per day.
- Staff must work two hours before or after the class.
- Make-up time for staff taking classes does NOT have to be made up the same day. Allow 5 minutes before and after approved classes for travel time. (Totals for the week must equal 37.5 hours)
- Once the proposed schedule is approved, any deviations from the designated hours, must be approved by your supervisor.

Example of one work day:

Monday:	8:30 a.m. – 10:15 a.m.	
Break	10:15 a.m. – 10:35 a.m.	
		time worked before lunch /class= 3.5 hours
Lunch/Class	12:00 p.m. – 1:00 p.m.	
Break	3:00 p.m. – 3:20 p.m.	
	3:20 p.m.-5:00 p.m.	
		time worked after lunch /class= 4.0 hours
		Total =7.5 hours

- Supervisor or Department Head needs to submit a copy of the employee's written request for a schedule change, the tuition waiver form, along with this form to Library Human Resources.
- Library Human Resources reviews the schedule and forwards to the University Librarian or designee.
- **Student schedules must be included with modified schedule requests.**
- **Requests must be approved by supervisor, department head, and the University Librarian or designee.**
- Once approved and signed, the employee will receive a copy.

Note: Exceptions to the guidelines will be reviewed by the Department and Human Resources.