



Alternative Work Schedule - Summer 2024

Name: _____

Department: _____

Supervisor: _____

Please check ONE of the following

I plan to flex my schedule for the summer (work extra hours on Mon, Tues, Wed, Thu - and charge hours on "Summer Fridays" as needed)

I plan to strictly charge hours on "Summer Fridays"

Daily Schedule (Year Round)

Begin: _____

Lunch: _____

End: _____

Daily Schedule (Summer Hours)

Table with columns for Week 1 (In, Out, In, Out, Total) and Week 2 (In, Out, In, Out, Total) for days Thu, Fri, Sat, Sun, Mon, Tue, Wed, and Grand Total.

Alternative Work Schedule Dates

SUMMER HOURS Monday through Friday 8am to 4pm: May 13 - August 9, 2024

ALTERNATIVE WORK SCHEDULE*: May 16 – August 7, 2024

*During the "alternative work schedule" time period, it is expected that each office and operational unit will be staffed by at least one employee and potentially more depending on business and operational needs during the "core hours" of 8:00 a.m. to 4:00 p.m. Monday through Friday.

SUPERVISOR SIGNATURE: _____ DATE: _____