REGULAR WORK SCHEDULE UPDATE

Complete the form, including Director's signed approval, and forward it to the Payroll Coordinator in the Finance Department.

EMPLOYEE NAME _____ EMPLOYEE ID NUMBER _____

POSITION TITLE _____ EMPLOYEE ASSN OR GROUP _____ DATE OF REQUEST _____

New Updated Work Schedule

Please enter the scheduled times under each workday (e.g., Mon, Start: 7 a.m., Lunch: 1 hour, and End: 6:00 p.m.

WEEK ONE

	SAT	SUN	MON	TUES	WED	THURS	FRI
START							
LUNCH [1]							
END							

WEEK TWO

	SAT	SUN	MON	TUES	WED	THURS	FRI
START							
LUNCH [1]							
END							

[1] Please indicate lunch period length (half hour, hour, etc.). Lunch out/in times are not necessary.

The updated regular work schedule will begin on _____ at _____ a.m. /p.m.

The Fair Labor Standards Act (FLSA) requires employees to adhere to a fixed, regularly recurring work period of seven (7) 24-hour days, equal to 168 consecutive hours. Based on operational needs, the City may establish different work periods for other employees or employee groups.

Although this is your established work schedule, the City reserves the right to periodically review alternate schedules and make necessary changes at its sole discretion to address operational needs or other concerns. If a change is required, you will be provided reasonable notice.

☐ **Approved** ☐ **Not Approved** _____ Department Director Signature _____ Date

c: Payroll Coordinator