

Summer 4-Day Work Schedule Request

Management, SCUPA, AFSCME Employees (except Facilities employees)

Start Date: *May 22, 2017* End Date: *August 18, 2017*

OR

Start Date: _____, 2017 – End Date _____, 2017

Name: _____ **Dept:** _____

(Please print)

Select one option below.

Monday – Thursday

Schedule #1

Monday – Wednesday	7:00-5:00	12:00-12:30 Lunch Break Unpaid
Thursday	7:00-4:30	12:00-12:30 Lunch Break Unpaid
Friday	OFF	

Schedule #2

Monday – Wednesday	7:30-5:30	12:00-12:30 Lunch Break Unpaid
Thursday	7:30-5:00	12:00-12:30 Lunch Break Unpaid
Friday	OFF	

Tuesday – Friday

Schedule #3

Monday	OFF	
Tuesday – Thursday	7:00-5:00	12:00-12:30 Lunch Break Unpaid
Friday	7:00-4:30	12:00-12:30 Lunch Break Unpaid

Schedule #4

Monday	OFF	
Tuesday – Thursday	7:30-5:30	12:00-12:30 Lunch Break Unpaid
Friday	7:30-5:00	12:00-12:30 Lunch Break Unpaid

Employee Signature

Date

Approved

Denied

Manager/Department Chair Signature

Date

Approved

Denied

Cabinet Signature

Date