|  |  |  |
| --- | --- | --- |
| **Employee**  | **First:**  | **Last:** |
| **Supervisor**  | **First:**  | **Last:** |
| *Employees must work 75 hours over the 2-week pay period with a minimum of 35 and maximum of 40 hours per week. The “Off Day” may be selected by the employee or designated by DWD.***Schedule 1:** Work a 4-day, 35 hours/ 5-day 40-hour schedule (Week 1/ Week 2) with one day off in the pay period or a 5-day, 40 hours/ 4-day, 35 hours (Week 1/ Week 2) with one day off in the pay period. Each day should also include up to 1 hour for lunch and hours of work may need to be adjusted accordingly.**Schedule 2:** Work a 4 day, 37.5-hour schedule (Week 1/ Week 2) with one day off in each week of the pay period. Each day should also include up 1 hour for lunch and hours of work may need to be adjusted accordingly. |
| ***Schedule 1 Example*** |
| ***Week 1*** | ***Week 2*** |
| ***Day*** | *M* | *Tu* | *W* | *Th* | *F* | ***Hours*** | *M* | *Tu* | *W* | *Th* | *F* | ***Hours*** |
| ***Schedule*** | *7:00 AM – 3:30 PM* | *7:00 AM – 3:30 PM* | *7:00 AM – 3:30 PM* | *7:00 AM – 3:30 PM* | *7:00 AM – 3:30 PM* | *N/A* | *Off* | *7:00 AM – 4:15 PM* | *7:00 AM – 4:15 PM* | *7:00 AM – 4:15 PM* | *7:00 AM – 4:15 PM* | *N/A* |
| ***Hours*** | *8* | *8* | *8* | *8* | *8* | ***40*** | *Off* | *8.75* | *8.75* | *8.75* | *8.75* | ***35*** |
| ***Schedule 2 Example*** |
| ***Week 1*** | ***Week 2*** |
| ***Day*** | *M* | *Tu* | *W* | *Th* | *F* | ***Hours*** | *M* | *Tu* | *W* | *Th* | *F* | ***Hours*** |
| ***Schedule*** | *7:00 AM – 4:15 PM* | *7:00 AM – 4:15 PM* | *7:00 AM – 4:15 PM* | *7:00 AM – 3:45 PM* | *Off* | *N/A* | *7:00 AM – 4:15 PM* | *7:00 AM – 4:15 PM* | *7:00 AM – 4:15 PM* | *7:00 AM – 3:45 PM* | *Off* | *N/A* |
| ***Hours*** | *9.5* | *9.5* | *9.5* | *9.0* | *Off* | ***37.5*** | *9.5* | *9.5* | *9.5* | *9.0* | *Off* | ***37.5*** |
| ***Schedule Preference:* Choose an item.** | ***Enter employee alternative work schedule below*** |
| **Day** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Hours per Week** | **Hours per Pay Period** |
| **Week 1** | **Schedule** |  |  |  |  |  |  |  |
|  | **Hours** |  |  |  |  |  |
| **Week 2** | **Schedule** |  |  |  |  |  |  |
|  | **Hours** |  |  |  |  |  |
| **Describe Request:**  | **Other Factors to Consider:** |
| **Determination:** [ ]  **Approved** [x]  **Denied****Reasoning:** |
| ***I understand:**** *this agreement is not valid until an affirmative determination has been made and it has been executed by all required parties; and*
* *that Alternative Work Schedule Agreements are* ***fixed*** *unless an agreement modification or termination is completed and approved.*

***I agree:**** *that I have read, understand, and will abide by DWD Policy 2021-23, Change 1 DWD Employee Alternative Work Schedule Guidance policy;*
* *to abide by and operate in accordance with the terms and conditions described in the above referenced documents;*
* *that the sole purpose of this agreement is to regulate an Alternative Work Schedule and that it constitutes neither an employment contract nor an amendment to any existing contract; and*
* *to adhere to all applicable federal, state laws, policies. and guidance during all scheduled times.*

 **Request Date:** Click here to enter a date.  **End Date:** Click here to enter a date. |
| **Signatory** | **Signature** | **Date*****(MM/DD/YYYY)*** |
| Employee |  | Click here to enter a date. |
| Supervisor |  | Click here to enter a date. |
| DWD Lead Team  |  | Click here to enter a date. |