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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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  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. | | | | |