

Sample letter to employee requesting early start and leave times to spend time with kids.

TO: Ellen Employee, employee title
FROM: Sally Supervisor, supervisor title
RE: Alternative Work Schedule Arrangement
DATE: Date

Ellen, this memo is to confirm that your request for an alternative work schedule has been approved on a pilot basis.

Your new work schedule effective immediately will be Monday through Friday from 7:00 a.m. to 3:30 p.m. with a half hour lunch period and two fifteen minute breaks.

(Unit name) is pleased to be able to offer you this flexible scheduling arrangement.

As we discussed, this alternative scheduling arrangement is dependent on the assumption that you will be able to maintain both the quality and quantity of work that you currently do during your regular work hours. We will meet again on (insert date) to review how this alternative work schedule met both your needs and the needs of the department.

Please feel free to communicate with me anytime between now and then if you find the new schedule is presenting any challenges that I could help you resolve.

Sample letter to employee requesting 4-day 40 hour work week

(This type of schedule is not available to service maintenance (1585) or skilled trades (999))

TO: Ellen Employee, employee title
FROM: Sally Supervisor, supervisor title
RE: Alternative Work Schedule Arrangement
DATE: Date

Ellen, this memo is to confirm that your request for an alternative work schedule has been approved on a pilot basis.

Your new work schedule effective immediately will be Monday through Thursday from 7:00 a.m. to 6:00 p.m. with an hour lunch period and two fifteen minute breaks throughout the day.

Though you will be working more than 8 hours per day on your scheduled work days, in accordance with your union contract this will not constitute overtime since your total hours worked per week will remain 40. As is our current practice, any overtime hours you work in addition to this new schedule will need to be approved in advance.

As we discussed, this alternative scheduling arrangement is dependent on the assumption that you will maintain an acceptable quality and quantity of work. We will meet again on (insert date) to review how this alternative work schedule met both your needs and the needs of the department.

Please feel free to communicate with me anytime between now and then if you find the new schedule is presenting any challenges that I could help you resolve. (Unit name) is pleased to be able to offer you this flexible scheduling arrangement. Please let me know if you have any questions.

Sample letter to an employee requesting a time limited flexible schedule arrangement to meet a specific need, such as teaching or attending a class.

TO: Ellen Employee, employee title
FROM: Sally Supervisor, supervisor title
RE: Alternative Work Schedule Arrangement
DATE: Date

Ellen, this memo is to confirm that your request for an alternative work schedule throughout the fall 2005 academic semester has been approved, subject to the agreement outlined below. It will be our understanding that:

- You will be away from the office for part of Monday and Wednesday afternoons this semester for the sole purpose of teaching a 4-credit class on campus for another department.
- During this period, you will adjust your daily departure and arrival times to ensure that you never work less than 40 hours for our department in any given week.
- As usual, any use of vacation time or personal leave hours to account for any of your working hours must be arranged with me in advance.
- You will keep track of your work hours and be able to document them upon request at any time.
- At the conclusion of the semester, we will review together how well this alternative schedule worked and discuss whether there is a desire and willingness to consider similar arrangements in the future.

Ellen, we are pleased to be able to allow you this flexible scheduling option.

Please let me know if you have any questions about the above description of this alternative work schedule arrangement.