

**MODIFIED WORK SCHEDULE FORM
REQUEST FOR OVER TIME**

EMPLOYEE'S NAME: _____

TITLE: _____

DEPARTMENT: _____ **UNIT:** _____

SCHEDULE FOR _____ **SEMESTER 200** _____

Indicate proposed work hours including breaks, lunch and/or class.

Day of week	Start time	Break: start/end	Lunch/class	Break: start/end	Stop time	Total Hours worked
SUN						
MON						
TUES						
WED						
THURS						
FRI						
SAT						

TOTAL: 37.5 hours

OT: _____

I certify that the above information is true and correct. I agree to submit a new request should my class registration change, and if necessary I accept tax liability for the value of tuition waived for graduate level courses for which I register. I understand that I will be subject to disciplinary action should the above information be proved false.

Employee signature

Date

Supervisor signature

Date

Department Head signature

Date

University Librarian

Date

Assistant University Librarian for Information Technology

Date

Guidelines for modified schedules

- Requests for schedule changes must be submitted in writing to and approved by your supervisor and/or department head.
- Fill out the front page with your proposed schedule for the corresponding semester.
- Record start and end time for breaks, lunch and/or class. Include total hours of work for each workday.
- Staff working 5 hours or more, must take at least a 30-minute lunch within those 5 hours. It must be taken at least one hour before leaving for the day. The normal workday is 7.5 hours. Longer days may be scheduled with the approval of the supervisor. In those cases, 8.0 or 8.5 hours are usually the maximum. In no case, however, can the total time worked in a week exceed 37.5 hours.
- Employees should work at least 1.5 hours before taking a break. Breaks cannot be taken during the first and last hours of work.
- Two breaks are NOT permitted if working less than 7.5 hours consecutively per day.
- Staff must work two hours before or after the class.
- Make-up time for staff taking classes does NOT have to be made up the same day. Allow 5 minutes before and after approved classes for travel time. (Totals for the week must equal 37.5 hours)
- Once the proposed schedule is approved, any deviations from the designated hours, must be approved by your supervisor.

Example of one work day:

Monday:	8:30 a.m. – 10:15 a.m.	
Break	10:15 a.m. – 10:35 a.m.	
		time worked before lunch /class= 3.5 hours
Lunch/Class	12:00 p.m. – 1:00 p.m.	
Break	3:00 p.m. – 3:20 p.m.	
	3:20 p.m.-5:00 p.m.	
		time worked after lunch /class= 4.0 hours
		Total =7.5 hours

- Supervisor or Department Head needs to submit this form to Library Human Resources.
- Library Human Resources reviews the schedule and forwards it to the University Librarian or designee for approval.
- Once approved and signed, the employee will receive a copy.

Note: Exceptions to the guidelines will be reviewed by the Department Head and Human Resources.