

# Border Environment Cooperation Commission Comisión de Cooperación Ecológica Fronteriza

Work Schedule  
Form 26E

**Effective Date:**

Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>40</b>

Options	Work Schedule	Lunch Hours
<input type="checkbox"/> Option 1	8:00 AM – 5:00 PM	1 hr lunch
<input type="checkbox"/> Option 2	8:30 AM – 5:00 PM	½ hr lunch
<input type="checkbox"/> Option 3	8:30 AM – 5:30 PM	1 hr lunch
<input type="checkbox"/> Option 4	9:00 AM – 5:30 PM	½ hr lunch
<input type="checkbox"/> Option 5	9:00 AM – 6:00 PM	1 hr. lunch
<input type="checkbox"/> Option 6	Please Specify:	Specify:
	<input type="checkbox"/> New <input type="checkbox"/> Change Current Schedule <input type="checkbox"/> Terminate	

Lunch period may be taken from 1:30 PM to 2:30PM if you are taking a ½ hour lunch, specify the time you will be taking lunch:

**Guidelines:**

- *Everyone must adhere to the options selected above. Option six is for schedules adjusted to meet school requirement.*
- *Supervisor must approve the option selected based on the needs of that particular area.*
- *If you selected an option and it does not conform to your personal schedule you will be allow to change options at the end of each monthly period, this must be pre-approved by your supervisor and this form must be filled out again.*
- *Return this form to Human Resources with the appropriate signature.*

\_\_\_\_\_  
Employee's Name & Signature

\_\_\_\_\_  
Supervisor's Signature