



Manchester Public Schools
45 North School Street
Manchester, Connecticut 06042

ADMINISTRATIVE OFFICES

Dr. Richard Kisiel
Interim Superintendent of Schools
860-647-3441

Mrs. Patricia F. Brooks
Assistant to the Superintendent
Finance and Management
860-647-3445

Mrs. Amy F. Radikas
Assistant Superintendent
for Curriculum and Instruction
860-647-3447

Mrs. Shelly Matfess
Assistant Superintendent
for Pupil Personnel Services
860-647-3448

Schedule Change Form

Employee Name: _____ ID: _____

Effective Date of New Schedule: _____

New Shift Start Time: _____

New Shift End Time: _____

Lunch Period Duration: _____ Paid: ☐ Yes ☐ No

Days of week: ☐ M-F ☐ MON ☐ TUES ☐ WED ☐ THUR ☐ FRI

Location(s): _____

Notes: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Please submit to Payroll for processing

Office use only

Kronos Date: _____ By: _____ Kelly: Date: _____ By: _____

Original to Personnel File