

**9/80 Work Schedule Request Form
For Exempt Employees - Summer 2012**

California State University San Marcos is providing the opportunity for employees to voluntarily request a 9/80 work schedule. Interested employees complete the first part of this form and then route it to their appropriate administrator for consideration and approval/denial. The appropriate administrator forwards the completed form to Human Resources & Equal Opportunity (HREO) for official recordkeeping prior to **May 11, 2012**.

Exempt employees are expected to have a regular schedule for the purpose of assuring that they are available to the public, to their colleagues for meetings, trainings, presentations, coordination of subordinates (if assigned) and management. Both the Fair Labor Standards Act and the APC and CSUEU contracts permit flexibility in regards to their hours. Since exempt status employees are paid on a salary basis, not an hourly basis, they do not get docked for absences less than a full day. Under normal circumstances, full days off require the use of sick, vacation or personal holiday leave and must be taken with prior authorization (with the exception of unscheduled sick leave). However, if working a 9/80 work schedule, exempt status employee pay is not docked for the alternating Friday off.

COMPLETED BY EMPLOYEE

I _____ would like to voluntarily request a change to the 9/80 work
(print employee's name)
schedule as indicated below.

SELECT ONE

☐ **Option 1 May 28, 2012 through August 3, 2012**

I am scheduled to work 9 hour days Monday through Thursday beginning May 28, 2012

I am scheduled to work 8 hours per day on alternating Fridays beginning June 1, 2012

My regularly scheduled hours to work Monday through Thursday will be _____ A.M. to _____ P.M.

My regularly scheduled hours to work on alternating Fridays will be _____ A.M. to _____ P.M.

My unpaid lunch period each day will be from _____ to _____

I understand that this alternate work schedule will not begin prior to May 28, 2012 or extend beyond August 3, 2012.

☐ **Option 2 June 4, 2012 through August 10, 2012**

I am scheduled to work 9 hour days Monday through Thursday beginning June 4, 2012

I am scheduled to work 8 hours per day on alternating Fridays beginning June 8, 2012

My regularly scheduled hours to work Monday through Thursday will be _____ A.M. to _____ P.M.

My regularly scheduled hours to work on alternating Fridays will be _____ A.M. to _____ P.M.

My unpaid lunch period each day will be from _____ to _____

I understand that this alternate work schedule will not begin prior to June 4, 2012 or extend beyond August 10, 2012.

I understand that the CSUEU and APC collective bargaining agreements require a 21 day notice of schedule change and, since this is solely a voluntary request, I would like to waive the 21 day notice period.

Employee Signature

Date

**9/80 Work Schedule Request Form
For Exempt Employees - Summer 2012**

COMPLETED BY APPROPRIATE ADMINISTRATOR (MPP)

MPP Name: (please print) _____

Check the appropriate response:

☐ I approve the above requested work schedule change.

☐ I deny the above requested work schedule change.

Appropriate Administrator's Signature

Date

Administrator provides a copy to the employee and sends original with signatures to HREO as official record for employee's personnel file.

HREO revised 04/12