



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
PROPOSED WORK SCHEDULE**

Employee Name:	Personnel Number:
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Employee Signature:

District/Section/Gang:

Appointing Authority's (or Designee's) Approval:

Proposed Work Schedule for Pay Period/Week Beginning:

Week 1	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Hours							
Lunch Period							

(Complete Week 2 schedule only if different from Week 1)

Week 2	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Hours							
Lunch Period							

Note: Schedule changes which affect the number of hours worked per day or days scheduled for work must be approved by the Appointing Authority and submitted to the respective Field/HQ HR office prior to the beginning of the affected pay period. This type of schedule change must also be effective on the first day of the pay period. This work schedule will remain in effect until a revision is approved and submitted to the respective Field/HQ HR office for processing.