Eastern Connecticut State University
Request for Adjusted Work Schedule
Administrative Clerical Employees

Employee Name: ____________________________________________  Employee Position: ______________________

Employee Department: ______________________________________

Reason for Requested Adjustment (Check One):  ______ Childcare  _____ Transportation  ____ Participation in Educational Program

Please provide the justification for such request below:
____________________________________________________________________________________________
____________________________________________________________________________________________

Duration (Please provide the effective date and terminal date of the requested schedule): From _______________ through _______________

<table>
<thead>
<tr>
<th>Current Work Schedule:</th>
<th>Requested Work Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M: ______ to ______ (____ min. Lunch)</td>
<td>______ to ______ (____ min. Lunch)</td>
</tr>
<tr>
<td>Tu: ______ to ______ (____ min. Lunch)</td>
<td>______ to ______ (____ min. Lunch)</td>
</tr>
<tr>
<td>W: ______ to ______ (____ min. Lunch)</td>
<td>______ to ______ (____ min. Lunch)</td>
</tr>
<tr>
<td>Th: ______ to ______ (____ min. Lunch)</td>
<td>______ to ______ (____ min. Lunch)</td>
</tr>
<tr>
<td>F: ______ to ______ (____ min. Lunch)</td>
<td>______ to ______ (____ min. Lunch)</td>
</tr>
</tbody>
</table>

Signature of Employee __________________________ Date ______________

Signature of Vice President/Supervisor __________________________ Date ______________

__ Recommended  __ Not Recommended

__ Approved  ____ Not Approved  

______________________  Date ______________
Associate Vice President for Human Resources

__ Requests made pursuant to Article 17, Section 5 of the Contract between the State of Connecticut and AFSCME, Administrative Clerical (NP-3) Bargaining Unit dated July 1, 1999. 
February 26, 2001