

SCOE Alternative Work Schedule Request Form

Please fill out the information below and return this form to your department lead.

Due date: May 16, 2022, 5:00pm

Response from SCOE due: May 23, 2022

This form is for employees in positions listed on the SEIU salary schedule ([see attached list](#)), who would like to request an alternative work schedule, which will be in effect from June 6 to August 5, 2022 as a pilot program. The alternative work schedule consists of working four (4) days per week for ten (10) hours each day; these arrangements are commonly called "4 - 10s".

All lunch periods and rest periods still apply to this alternative work schedule. No overtime pay is applicable to the extended work days.

1) The weeks of June 20 and July 4, 2022, include Monday holidays (observation of Juneteenth, Fourth of July), so employees shall work their normal schedules during these weeks and observe the Monday holidays.

Due to the nature of the work involved, employees in the positions listed below can only request this type of schedule for the weeks beginning July 18, July 25, and August 1.

- Academic Support Staff
- Adaptive Technology Assistant
- Brailist - II
- Department Systems Coordinator
- School Office Coordinator -II
- TA - LVN
- Teaching Assistant - Special Education
- Teaching Assistant - Speech and Language
- Teaching Assistant – Transition

All requests are subject to approval based on department need and the preferences indicated by the employees in a department. Employees who do not get their preference of the choice indicated below may be offered the other choice.

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Employee Name: _____

Employee Signature: _____

Position: _____

Department: _____

Preference:

___ Fridays off work; Work 10 hours/day Mon.-Thursday | Daily Hours from ___am to ___pm
___ Mondays off work; Work 10 hours/day Tuesday-Friday | Daily Hours from ___am to ___pm

Supervisor Approval

Changes/Comments:

Name: _____

Signature: _____

Date: _____

Returned to employee on: _____

Date