

**9/80 Work Schedule Request Form  
For Non-exempt Employees - Summer 2011**

California State University San Marcos is providing the opportunity for employees to voluntarily request a 9/80 work schedule. Interested employees must 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 13, 2011**.

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 30, 2011 through August 5, 2011**

- I am scheduled to work 9 hour days Monday through Thursday beginning May 30, 2011
- I am scheduled to work 8 hours per day on alternating Fridays beginning June 3, 2011
- 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.
- I understand that this alternate work schedule will not begin prior to May 30, 2011 or extend beyond August 5, 2011.
- I understand that by selecting this alternate schedule I will have a deficit balance of **5 hours** at the end of August 2011. I elect to use **5 hours** of my available leave credits as indicated below to clear my deficit balance.
  - Vacation
  - Personal Holiday (choosing this option will eliminate the availability of your entire personal holiday for 2011)
  - Holiday Credit
  - I do not want to use my available leave credits and elect to be docked **5 hours** of pay from my August 2011 pay check to clear my deficit balance.

**Option 2      June 6, 2011 through August 12, 2011**

- I am scheduled to work 9 hour days Monday through Thursday beginning June 6, 2011
- I am scheduled to work 8 hours per day on alternating Fridays beginning June 10, 2011
- 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.
- I understand that this alternate work schedule will not begin prior to June 6, 2011 or extend beyond August 12, 2011.
- I understand that by selecting this alternate schedule I will have a deficit balance of **8 hours** at the end of August 2011. I elect to use **8 hours** of my available leave credits as indicated below to clear my deficit balance.
  - Vacation
  - CTO
  - Personal Holiday
  - Holiday Credit
  - I do not want to use my available leave credits and elect to be docked **8 hours** of pay from my August 2011 pay check to clear my deficit balance.

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

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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.**