

## Employee Work Schedule Selection Form

Name: \_\_\_\_\_

Section: \_\_\_\_\_

Branch: \_\_\_\_\_

\_\_\_\_\_ **Option #1: Five nine-hour days each week with a lunch period of 1 hour per day.**  
Both Subject and Exempt employees may select this option.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week #1					
Week #2					

\_\_\_\_\_ **Option #2: Four ten-hour days each week with a lunch period of 1 hour per day, and one four-hour day. The four-hour day should occur the same day and time each week.**  
Both Subject and Exempt employees may select this option.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week #1					
Week #2					

\_\_\_\_\_ **Option #3: Eight ten-hour days, one nine-hour day, and one day off during a two-week period. Employees take a lunch period of 1 hour each day. The FLEX day off should regularly occur the same day, and time slot each week. Only Exempt employees may select Option 3.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week #1					
Week #2					

*I understand that I am expected to adhere to this schedule, unless my supervisor approves exceptions or changes in advance.*

\_\_\_\_\_  
Date\_\_\_\_\_  
Employee\_\_\_\_\_  
Supervisor