

## BU12 Alternate Workweek Schedule Request

Employee Name: <i>(If multiple employees see reverse side)</i>	Date:
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Classification <i>(If multiple classifications see reverse side)</i>
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Work site <i>(facility, yard, insitution, etc...)</i>	Crew: <i>(If applicable)</i>
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<p>Alternate Work Week Schedule (check one)</p> <p>9/8/80 Work Schedule:</p> <ul style="list-style-type: none"> <li>* 8 Hour Day/Regular Day Off (RDO): (Monday-Friday)</li> <li>* Date of first RDO</li> <li>* Work schedule for 8 hour days: (e.g. 8:00 a.m. - 5:00 p.m.)</li> <li>* Work schedule for 9 hour days: (e.g. 7:00 a.m. - 5:00 p.m.)</li> </ul> <p>4/10/40 Work Schedule</p> <ul style="list-style-type: none"> <li>* RDO: (Monday-Friday)</li> <li>* Date of first RDO:</li> <li>* Work schedule for 10-hour days: (e.g., 7:00 a.m. - 6:00 p.m.)</li> </ul> <p>Other: (Specify schedule and work hours on reverse side.)</p>
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If you select the 9/8/80 Alternate Work Week Schedule (AWWS), your workweek will consist of a combination of 4 consecutive 9 hour days, one 8 hour day, and 2 RDO's. The following week will consist of 4 consecutive 9 hour days and 3 RDO's. The workweek will begin 4 hours into your 8 hour day and end at the same time the following week during your RDO. This requirement is for purposes of establishing your 40-hour workweek and computing any overtime compensation due under the provisions of the Fair Labor Standards Act (FLSA). For any State recognized holiday which you do not work you will be required to use 1 hour of leave credits to ensure you receive full pay for the day.

If you select the 4/10/40 Alternate Workweek Schedule, your workweek will consist of 4 consecutive 10 hour days and 3 RDO's. For any State recognized holiday which you do not work you will be required to use 2 hours of leave credits to ensure you receive full pay for the day.

**9/8/80 Workweek**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	RDO	9	9	9	9	4 4	RDO
Week 2	RDO	9	9	9	9	RDO	RDO
Week 3	RDO	9	9	9	9	4 4	RDO
Week 4	RDO	9	9	9	9	RDO	RDO

In this example the 8 hour day (Flex Day) is Friday, therefore the workweek begins mid shift Friday and ends mid day the opposite Friday. RDO's & Flex Days may vary.

**4/10/40 Workweek**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	RDO	10	10	10	10	RDO	RDO
Week 2	RDO	10	10	10	10	RDO	RDO
Week 3	RDO	10	10	10	10	RDO	RDO
Week 4	RDO	10	10	10	10	RDO	RDO

In this example the RDO's are Friday, Saturday, Sunday. RDO's may vary.

