

MODIFIED WORK SCHEDULE

Employee Name: _____
Ex. Legal name is James Smith do not enter Jim Smith

Department: _____

Effective Date: _____ PS Position Number/Time Base: _____ / _____
Ex. 00001712 3/5

*Please use military time. For example, 5:00 p.m. is 17:00

HOURS	CURRENT WORK SCHEDULE				TOTAL HOURS	PROPOSED WORK SCHEDULE				TOTAL HOURS
	(BEFORE LUNCH)		(AFTER LUNCH)			(BEFORE LUNCH)		(AFTER LUNCH)		
	BEGINS	ENDS	BEGINS	ENDS		BEGINS	ENDS	BEGINS	ENDS	
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
				TOTAL					TOTAL	

Rationale for Approving: _____

Employee Signature I agree to waive the required notice period per the applicable collective bargaining unit contract: _____
Employee Initials

Appropriate Administrator Name Appropriate Administrator Signature Date

* CONVERSION CHART: REGULAR TO MILITARY TIME			
Regular Time	Military Time	Regular Time	Military Time
Midnight	00:00	Noon	12:00
1:00 a.m.	01:00	1:00 p.m.	13:00
2:00 a.m.	02:00	2:00 p.m.	14:00
3:00 a.m.	03:00	3:00 p.m.	15:00
4:00 a.m.	04:00	4:00 p.m.	16:00
5:00 a.m.	05:00	5:00 p.m.	17:00
6:00 a.m.	06:00	6:00 p.m.	18:00
7:00 a.m.	07:00	7:00 p.m.	19:00
8:00 a.m.	08:00	8:00 p.m.	20:00
9:00 a.m.	09:00	9:00 p.m.	21:00
10:00 a.m.	10:00	10:00 p.m.	22:00
11:00 a.m.	11:00	11:00 p.m.	23:00
Regular and military time use the same number of minutes per hour and they use minutes in exactly the same way. For example, 3:25 p.m. would be 15:25 in military time.			