



WORK SCHEDULE / SHIFT CHANGE NOTICE

Date of Request	Action requested: <input type="checkbox"/> Shift Change <input type="checkbox"/> Schedule Change	Type of change: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Initiated by <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor / Designee <input type="checkbox"/> Mutual Agreement				
Last Name		First Name		Middle Name or Initial		Personnel Number	
Class Title				Position Is Overtime Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No			
Effective Date	End Date (if applicable)	Work Location or Unit			HRMS Work Schedule Rule (Payroll Only)		
Work Week: Sunday 12:00 a.m. to Saturday 11:59 p.m. Schedule Type <input type="checkbox"/> 4-day work week (M-Th or T-F) <input type="checkbox"/> 5-day work week (M-F) <input type="checkbox"/> Schedule based on operational needs (WYA, Security Guards, SEOC) <input type="checkbox"/> Other (requires division director approval)							
Schedule/Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Current Week 1							
Current Week 2 (If Applicable Refer to WAC 357-28-252)							
New Week 1							
New Week 2 (If Applicable Refer to WAC 357-28-252)							
Employee Justification							
<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Concur/Forward		Supervisor Signature/Date		Comments			
Supervisor may approve schedules that meet the requirements of paragraph 1 (a) through 1 (c) of the WMD Flexible Work Schedule and Shift Change Policy (HR-255-18)							
<input type="checkbox"/> Approve <input type="checkbox"/> Deny		Division Director Signature/Date		Comments			
Schedules that do not meet the requirements of paragraph 1 (a) through 1 (c) of the WMD Flexible Work Schedule and Shift Change Policy (HR-255-18) require Division Director approval.							
Employee Acknowledgement						Date	

Original: Payroll	
Copies:	
<input type="checkbox"/> Supervisory File	
<input type="checkbox"/> Employee	
Original, whether approved or denied, goes to Payroll for retention	