

**Modification of Individual Work Schedule
Summer 2013**

Date: _____

Employee's Name: _____

Position Classification: _____

Job Location: _____

Summer Work Schedule 2013 (May 20 through August 2):

Proposed modified work schedule:

Reason for modified work schedule:

I understand under the proposed schedule that time not worked be covered using personal leave (vacation or comp time).

Employee's Signature

APPROVAL

Supervisor's Signature

Date

Vice President's Signature

Date

Personnel Director's Signature

Date