## PIMA COUNTY SUPERIOR COURT

## Alternative Work Schedule Request & Agreement

I,	Four 10-hour days, with as my additional day off.  A "9/80" schedule. I am an exempt employee, requesting as my Short Day.  A "9/80" schedule. requesting as my Short Day (Half Day) each week.  My requested daily start time is  I understand that my scheduled Short Day and Flex Day must be the same day the week, unless interrupted by a County holiday, and cannot be changed.  I am requesting a unpaid meal break on applicable work day.  I have reviewed and agree to follow the Alternative Work Schedule Administrate Procedure.  I will adhere to the attached schedule. Should I fail to adhere to the attack schedule, my AWS may be revoked and I will be placed into a Standard W. Schedule.  I understand that AWS is a privilege, not an employee right.  I understand that I am unable to change my AWS once it has been established, I am able to request to return to a Standard Work Schedule.  I understand that I will receive 8 hours of pay for holidays and must chay additional time to my available accrued vacation leave or compensatory time supplement the remainder of my scheduled workday, if I am scheduled to workers.	EIN:	Division:		
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Alternative Work Schedule Request & Agreement Page 2 of 2 -

For Division Dire	ctor Use O	nly:					
Your request is	APPF	ROVED	DENIE	D			
If Approved: Y	our AWS of						
An unpaid meal bo scheduled days of	eak of more than	4 hours wor	is requi ked. <b>Notes:</b>	red on regul	arly		
Division Director					Date		
Alternative Work	Schedule fo	or					
				AWS Week #	1		
Day Type	<u>SUN</u>	MON	TUES	WEDS	THU	<u>FRI</u>	SAT

Out Time

In Time

# of Hours Worked

## AWS Week #2

Day Type	SUN	MON	<u>TUES</u>	WEDS	<u>THU</u>	<u>FRI</u>	SAT
In time							
Out time							
Hours worked							