WORK SCHEDULE

NAME:	PERS CODE:

PART I: BASIC WORKWEEK SCHEDULE (BWS)

Effective _____, I voluntarily request to work a basic workweek consisting of five 8 working hours per day. I understand my standard work hours will be 0730 - 1600 (includes a 30 minute unpaid lunch), 0730 - 1615 (includes a 45 minute unpaid lunch), or 0730 - 1630 (includes a 1 hour unpaid lunch).

☐ I request to change from my BWS to a CWS. (Complete Part III and Sign).	☐ I request to change from my BWS to FWS. (Complete Part II and sign).

EMPLOYEE'S SIGNATURE:	DATE:

PART II: FLEXIBLE WORK SCHEDULE (FWS)

Effective _____, I voluntarily request to participate in the Flexible Work Schedule which consist of five 8 1/2 or 9 hour workdays (includes a 30 minute or 1 hour unpaid lunch period) per week. Start time may vary within a range of 0630 - 0900. ☐ AWS-1 (Flexitour) or ☐ AWS-2 - (Gliding)

☐ I request to change from my FWS to a BWS (Complete Part I and sign).	☐ I request to change from my FWS to the CWS. (Complete Part III and sign)

EMPLOYEE'S SIGNATURE:	DATE:

PART III: COMPRESSED WORK SCHEDULE (CWS)

Effective _____, I voluntarily request to ☐ participate ☐ Change my hours of duty in the 5/4/9 Compressed Work Schedule, which is a biweekly work period consisting of 9 1/2 or 10 hour days (including a 30 minute or 1 hour unpaid lunch period), one 8 1/2 or 9 hour day (including a 30 minute or 1 hour unpaid lunch period), regular day off (RDO), I request my pay period hours of duty be

☐ ESTABLISHED ☐ CHANGED as follows:

PAY PERIOD HOURS OF DUTY

WEEK 1	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
START TIME							
END TIME							
WEEK 2	**SUNDAY**	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**	**SATURDAY**
START TIME							
END TIME							

☐ I request to change from my CWS to the BWS. (Complete Part I and sign)	☐ I request to change from my CWS to a FWS (Complete Part II and sign).

EMPLOYEE'S SIGNATURE:	DATE:

PART IV: SUPERVISOR'S RECOMMENDATION

☐ APPROVED ☐ DISAPPROVED	COMMENTS:	SIGNATURE AND DATE:

NAVPERSCOM 12610/1 (Rev. 01/2011)

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