



Notice of Work Schedule

This notice serves to document your standard workweek. This schedule represents the hours you are expected to work. Variations to this schedule, including flex time, leave, and overtime, must be approved by your supervisor in writing prior to operating under the variation.

Any exceptions to this schedule must be recorded through the use of the Leave Request and Authorization Form, Overtime Request and Authorization Form, or the Alternate Work Arrangement Form (whichever is appropriate). All of these forms can be found in the University Commons folder on the I:Drive. Please refer to the [Leave Use and Reporting Policy](#), [Overtime Use and Reporting Procedure](#), and the [Alternate Work Arrangement Procedure](#) for more details.

Name: _____

Workdays: _____

Work Hours: _____

Lunch Break Duration: _____

Example:

Name: Jane Doe

Workdays: Mon-Fri

Work Hours: 7am-4pm

Lunch Break Duration: 1hr

Supervisors should communicate departmental policies regarding such things as when lunches may be taken, office coverage, leave and overtime, separately as this document serves only to document the employee's schedule.

By signing this document, both parties acknowledge that they understand any schedule variations must be properly documented and the declared schedule will remain in effect until it is formally changed in writing.

Employee Signature

Date

Supervisor Signature

Date