

EMPLOYEE ALTERNATE WORK SCHEDULE (AWS) OPTION FORM

1. EMPLOYEE'S NAME: Last: <input style="width: 100px;" type="text"/> First: <input style="width: 100px;" type="text"/> MI: <input style="width: 30px;" type="text"/>		2. REQUESTED AWS ACTION: <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Discontinue	
		3. REQUESTED EFFECTIVE DATE: <input style="width: 100px;" type="text"/>	
4. PAY PLAN: <input style="width: 60px;" type="text"/>	5. SERIES: <input style="width: 60px;" type="text"/>	6. GRADE: <input style="width: 60px;" type="text"/>	7. STEP: <input style="width: 60px;" type="text"/>
8. POSITION TITLE: <input style="width: 100px;" type="text"/>	9. ORGANIZATION <input style="width: 100px;" type="text"/>	10. DEPARTMENT/SECTION: <input style="width: 100px;" type="text"/> Tel: <input style="width: 100px;" type="text"/>	
11. CURRENT BIWEEKLY WORK SCHEDULE: <input style="width: 100px;" type="text"/>			
12. REQUESTED BIWEEKLY WORK SCHEDULE: <input type="checkbox"/> 5-4-9: Includes eight (8) workdays of nine (9) hours each plus one (1) workday of eight (8) hours within the biweekly pay period. Requested Day Off: <input style="width: 60px;" type="text"/> <input style="width: 60px;" type="text"/> <input type="checkbox"/> 4-10: Includes eight (8) workdays often (10) hours each biweekly pay period. Each workweek will have forty (40) hours of work in it. Requested Day Off: <input style="width: 60px;" type="text"/> <input style="width: 60px;" type="text"/> <input type="checkbox"/> 6-12-8: Includes six (6) twelve (12) hour workdays and one (1) eight (8) hour workday in the bi-weekly pay period. Requested Day Off: <input style="width: 60px;" type="text"/> <input style="width: 60px;" type="text"/> <input type="checkbox"/> 2-8, 2-12: Two eight (8) hour and two twelve (12) hour work days in an administrative work week. Requested Day Off: <input style="width: 60px;" type="text"/> <input style="width: 60px;" type="text"/> <input type="checkbox"/> Other: Includes requests for flextime. <input style="width: 300px;" type="text"/>			
13. EMPLOYEE'S SIGNATURE:		14. DATE: <input style="width: 100px;" type="text"/>	
15. MANAGER'S DECISION: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		16. APPROVED EFFECTIVE DATE: <input style="width: 100px;" type="text"/>	
17. MANAGER'S SIGNATURE: (Attach reasons for disapproval)		18. DATE: <input style="width: 100px;" type="text"/>	
19. CPAC REPRESENTATIVE'S SIGNATURE:		20. DATE: <input style="width: 100px;" type="text"/>	
21. UNION'S DECISION: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
22. UNION REPRESENTATIVE'S SIGNATURE:			23. DATE: <input style="width: 100px;" type="text"/>