

Department of Children and Families
 EMPLOYEE WORK SCHEDULE

Note to Employee: YOU MUST REQUEST PERMISSION AND OBTAIN AUTHORIZATION FROM YOUR MANAGER TO CHANGE YOUR SCHEDULED HOURS OF WORK IN ADVANCE OF ANY SUCH CHANGE

- **Hours of work must include a 30 minute, 45 minute or 60 minute unpaid meal break.**
- **Full time schedules must include work over 5 days per week**
- **Start time must be no earlier than 7:30 a.m. and no later than 10:00 a.m.**
- **End time must be no later than 7:00 p.m**

Schedules that start later than 9:30 and/or end later than 6:30 must be based on documented operational needs and must receive approval of the Regional Administrator prior to implementation. In these situations, consideration must be given to safety issues for staff working alone due to their hours and the availability of appropriate supervision.

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Start Time							
End Time							
Lunch Start							
Lunch End							
Total Hours Worked Per Day							

Comments/Clarification: _____

Effective Date of Schedule: _____ Office/Function: _____

 Employee Name

 Employee Signature

Approval/Denial: Check as appropriate:

Schedule is approved as requested: _____

Schedule is denied - State Reason and alternate schedules that could be approved : _____

 Manager Name

 Manager Signature