



Alternative Work Schedule Agreement

Employee's Name: _____ Position: _____
Department/Agency: _____

1. Employee hereby requests, and employer hereby approves the following alternative work schedule:

FIRST WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
Lunch (30 or 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60				
End Time:					
Hours Worked:					
SECOND WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
Lunch (30 or 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60				
End Time:					
Hours Worked:					

1. This agreement and schedule shall be effective: _____.
2. The terms and conditions of the State of Delaware Alternative Work Schedule Policy is incorporated into this agreement by reference and made a part of this agreement.
3. I understand that this schedule may be modified or cancelled in accordance with the Alternative Work Schedule Policy.
4. Employee agrees that for determining eligibility for Merit system overtime compensation, a regularly scheduled workweek may be more than 37.5 hours per week. Employee understands and agrees that this alternative work schedule will not result in a change in base pay.
5. Employee understands that alternative work schedule eligibility is a privilege. Failure to abide by the terms and conditions of this agreement, or the Alternative Work Schedule Policy will result in loss of the privilege.

Signature of Employee

Date

Signature of Mgr./Supervisor

Date

Signature of Div. Dir./Agency Head

Date