

Classified Employee Request for Hybrid Work

Name:	
Job Title:	
Department:	
Supervisor:	
Date of Request:	

In accordance with Article 27, I am requesting hybrid schedule to work remotely for <u>no more</u> than 40% of my assigned work week. (i.e. 40 hour work week, 16 hours telework)

Please use the table below to specify your <u>hybrid</u> schedule:

Hybrid Work Schedule						
Work	day End	Meal Period End		Location(s)	Total Daily Hybrid	Additional Information
Time	Time	Start Time	Time		Hours	
	Start		Workday Meal F Start End	Workday Meal Period Start End End	Workday Meal Period Location(s) Start End End	Workday Meal Period Location(s) Total Daily Start End End Hybrid

Classified Employee Request for Hybrid Work

In accordance with Article 27, I am requesting full remote work schedule to work remotely for <u>more</u> than 40% of my assigned work week. (i.e. 40 hour work week, 30 hours telework)

Remote Work Schedule							
	Workday		Meal Period		Location(s)	Total Daily	Additional Information
	Start	End		End		Hybrid	illiorillation
Day of Week	Time	Time	Start Time	Time		Hours	
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Effective Start Date: _	
Effective End Date:	