



UNIVERSITY OF MICHIGAN
LIBRARY HUMAN RESOURCES
404 HATCHER NORTH
ANN ARBOR, MICHIGAN, 48109-1205

Notification of Alternate Work Schedule

This is not a mandatory form. Work schedules are to be established with unit supervisor and senior manager approval and it is not necessary for alternate schedules to be formally reported to Library Human Resources. Please complete this form only if you would like to have the schedule documented for the personnel file.

Name: _____

Unit: _____

Job Title: _____

Proposed Alternate Schedule:

Day	Work Hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Date Schedule will take effect: _____

Tentative end-date (if applicable): _____

Special Notes:

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Sr. Manager Signature: _____ **Date:** _____