

REQUEST FOR VARIABLE WORK SCHEDULE

Instructions: For Classified employees only. To be completed to document and request any work schedule other than Monday through Friday 8am to 5pm. If approved you will receive an approval email from Human Resources.

Employee Name	Employee Title
Department	Supervisor Name

I hereby choose and request approval for a variable work schedule. I understand that by doing so, if I work more than 8 hours in a day, overtime will be considered only after 40 hours in one week per *NRS 284.180.

Requested Begin Date	Requested End/Review Date
Reason	

REQUESTED WORK SCHEDULE

Per NAC 284.524: A ½- to 1-hour meal period must be provided during each period of work that exceeds 6 hours. Insofar as practicable, the meal period must occur in the middle of the work shift.

	Begin	Lunch Start	Lunch End	End	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

*NRS 284.180, subsection 6, states: "For employees who choose and are approved for a variable workday, overtime will be considered only after working 40 hours in one week."

Employee Signature	Date
The following signatures indicate endorsement of this request:	
Supervisor Signature	Date
Appointing Authority Signature	Date
Approved:	
Human Resources Signature	Date