St Cloud State University Classified Record of Summer Hours

| Name: | | | Department: | | | |
|-------|------|-------|-------------|--|--|--|
| | Last | First | | | | |
| | | | | | | |

Classified Employee

Please indicate on each day the number of hours you are working for that day this summer. Also indicate the shift that you are working. Then check the appropriate line for the schedule that you will be working for summer. Alternate work schedules should not begin until the beginning of the first pay period after Spring Commencement and will end no later than the end of the first pay period in August. In order to facilitate coverage of your unit this change does not have to be for the entire summer. It may work best for one person to change a schedule for a number of weeks then return to a regular work week while another employee changes their schedule for a number of weeks.

| Γ | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | | | | | | | | | |

_____ Working 4 – 10 hour days with ______ off each week.

_____ Working 4 – 9 hour days with ______ as the 4 hour day each week.

_____ Working 5 – 8 hour days

I am part time and normally work less than 8 hours per day.

Shift: 1st 2nd 3rd

I will be returning to the following schedule beginning ______, 2022:

| Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | | | | | | | | |

Shift: 1st
2nd
3rd

Supervisor Signature
VP/Provost Signature

Date
Date

Submit to Human Resources

HR Approval

Signature

Date