**eLEET: Electronic Laboratory Employee Enrichment Toolkit**

**Work Schedule**

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| **Employee Information** |
| Name:       | Mentor:       |
| Position:       | Manager:       |

[ ]  **Ten 8-hour days per pay period**

[ ]  **Schedule A**

Eight 9- hour days, one 8-hour day and one day off per pay period.

Please indicate hours per day on the schedule below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |

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**For FLSA purposes only,** the work week for non-exempt employees begins at the midpoint of the 8 hour day (or the day off) and ends one week later.

**For all employees:** The 8 hour day and the day off must fall on the same day of the week.

[ ]  **Schedule B**

Four 9-hour days and one 4-hour day per week.

Please indicate hours per day on the schedule below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |

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**For all employees:** The 4 hour days must fall on the same day of the week.

[ ]  **Schedule C**

Four 10-hour days and one day off per week.

Please indicate hours per day on the schedule below

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| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |

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**For all employees:** The days off must fall on the same day of the week.

**Employee Signature:** **Date:**

**Position:** **Effective Date:**

**Supervisor Signature: Date:**