

**eLEET: Electronic Laboratory Employee Enrichment Toolkit**

**Work Schedule**

|  |  |
| --- | --- |
| **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** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**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** |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**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

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |

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

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

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

**Supervisor Signature: Date:**