DEPARTMENT:_____AGENCY/HOME ORG:_____

DIVISION:_____

SECTION:_____

REQUEST FOR VARIABLE 80-HOUR WORK SCHEDULE

Under section 7(k) of the Fair Labor Standards Act and NRS 284.180, employees involved in law enforcement and fire protection may choose and be approved for a variable 80-hour schedule within a biweekly pay period.

Upon approval of this request, I,_____, understand that I am
(Print Name)
working a variable 80-hour work schedule. Overtime will be considered after working 80 hours in the biweekly pay period or, if approved, one scheduled shift of eight or more hours.

I further understand that this approval may be rescinded by either party giving 30 working days notice.

Entered into this _____ day of _____ in the year_____

_____

Employee's Signature Employee ID # Date

Approved by:_____

Supervisor's Signature Date

Approved by:_____

Appointing Authority's Signature Date

Note: An employee approved for a variable 80-hour work schedule must have the appropriate variable work cycle code entered into the ADVANTAGE-HR IFS system. Complete the work cycle code on the ESMT-A under agency specific data. Submit the ESMT-A along with the original signed copy of this document to Division of Human Resource Management Records.

Distribution: Original, Division of Human Resource Management Records
Employee
Department/Division
Agency Personnel File

CM:hg
TS-78A
03/08/16