



State of Nevada
Department of Administration
Division of Human Resource Management



REQUEST FOR VARIABLE WORKDAY SCHEDULE

Department: _____ **Agency/Home Org #:** _____

Division: _____

Section: _____

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.”*

I hereby choose and request approval for a variable workday schedule. I understand that by doing so, I may, with supervisory approval, adjust my work schedule in a week so I work more than 8 hours a day, provided I do not exceed 40 hours in a workweek without supervisory approval.

I further understand that this approval may be rescinded by either party giving 30 working days notice.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

Print Employee Name: _____ Employee ID #: _____

Employee Signature: _____ Date: _____

Approved by Supervisor: _____
(Print Supervisor Name and Title)

Supervisor Signature: _____ Date: _____

Approved by Appointing Authority: _____
(Print Appointing Authority or Designee Name and Title)

Appointing Authority Signature: _____ Date: _____

Submit the ESMT-A along with a signed copy of this document to the
Division of Human Resource Management, Central Records.