

DEPARTMENT: _____ AGENCY/HOME ORG: _____

DIVISION: _____

SECTION: _____

REQUEST FOR VARIABLE WORKDAY SCHEDULE

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I further understand that this approval may be rescinded by either party giving 30 working days notice.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

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 workday 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