



## SAN JOAQUIN COUNTY

### Work Schedule Request Work Week Declaration

Employee Name: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Please check one of the following:

- New Request       Change to Current Work Schedule       Withdraw Request

#### SCHEDULE OPTIONS:

5/8 Schedule: Work five (5), eight-hour days each week.

9/80 Schedule: Work eight (8), nine-hour days and one (1) eight-hour day allowing one day off in each pay period. I understand I must not deviate from this schedule to ensure compliance with Fair Labor Standards Act (FLSA) requirements.

4/10 Schedule: Work four (4), ten-hour days and one (1) day off each week.

4/9's and a 4 Schedule: Work four (4), nine-hour days and one (1) four-hour day each week.

I am requesting the following schedule: \_\_\_\_\_

If this schedule contains a Regular Day Off (RDO), I am requesting the day off be: \_\_\_\_\_

*(A structured 9/80 work schedule begins, at a minimum, the pay period after approval/agreed upon date).*

I have read and understand the following guidelines:

1. I must be a full-time employee.
2. Any schedule outside of the traditional 5/8's is voluntary.
3. I must have satisfactory or above performance evaluations, including a satisfactory attendance rating.
4. I cannot start my workday before \_\_\_\_\_ a.m. or end after \_\_\_\_\_ p.m. (except if there is a business need determined by management or otherwise pre-approved by management. This provision may not apply to 9/80s due to FLSA)

5. My request is subject to approval by my supervisor/manager and Department Head.
  - a. I understand that with a two-week notice, my structured flexible schedule may be discontinued or changed to meet operational needs, or when unexpected circumstances arise (other than short-term changes to accommodate business needs).
  - b. I understand that not adhering to requirements of my requested schedule is subject to termination of the schedule.
  
6. Structured 9/80 schedules must adhere to the FLSA. The following criteria will be considered to work a structured 9/80 schedule:
  - a. I understand I cannot vary my work schedule while on the structured 9/80 work schedule. The regular day off assigned cannot be moved or modified in the same pay period to ensure FLSA compliance.

I have read and understand the above expectations relating to my requested schedule. I am in agreement with all policies and guidelines related to my requested schedule and agree to uphold the terms noted above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approve

Disapprove

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

cc: Personnel file

**Work Week Declaration:**

The Fair Labor Standards Act (FLSA) found that public agencies must abide by overtime regulations as such a work week declaration determines criteria for overtime. This decision does exempt certain public agency employees in the executive, administrative and professional categories unless other provisions are contained in applicable County policies and Memorandum of Understanding (MOUs).

**9/80 Schedule:**

If you are on an approved 9/80 schedule, your work week is as follows:

- Work Week A: Begins Monday four hours after scheduled start time and ends the following Monday four hours after scheduled start time. (The lunch period must be after your scheduled 4 hours worked on your 8-hour day.)

Examples of possible 8-hour schedules with a 1-hour and ½ hour lunch schedule:

Start Day	Start Time	FLSA Workweek Start and End	Lunch Period	Stop Time
Monday	7:00 am	11:00 am	11:00-12:00pm	4:00 pm
Monday	7:30 am	11:30 am	11:30-12:30pm	4:30 pm
Monday	8:00 am	12:00 pm	12:00-1:00pm	5:00 pm
Monday	8:30 am	12:30 pm	12:30-1:30pm	5:30 pm
Monday	7:30 am	11:30 am	11:30-12:00pm	4:00 pm
Monday	8:00 am	12:00 pm	12:00-1:00pm	4:30 pm
Monday	8:30 am	12:30 pm	12:30-1:30pm	5:00 pm

- Work Week B: Begins Tuesday four hours after scheduled start time and ends the following Tuesday four hours after scheduled start time. (The lunch period must be after your scheduled 4 hours worked on your 8-hour day.)

Examples of possible 8-hour schedules with a 1-hour and ½ hour lunch schedule:

Start Day	Start Time	FLSA Workweek Start and End	Lunch Period	Stop Time
Tuesday	7:00 am	11:00 am	11:00-12:00pm	4:00 pm
Tuesday	7:30 am	11:30 am	11:30-12:30pm	4:30 pm
Tuesday	8:00 am	12:00 pm	12:00-1:00pm	5:00 pm
Tuesday	8:30 am	12:30 pm	12:30-1:30pm	5:30 pm
Tuesday	7:30 am	11:30 am	11:30-12:00pm	4:00 pm
Tuesday	8:00 am	12:00 pm	12:00-1:00pm	4:30 pm
Tuesday	8:30 am	12:30 pm	12:30-1:30pm	5:00 pm

- Work Week C: Begins Wednesday four hours after scheduled start time and ends the following Wednesday four hours after scheduled start time. (The lunch period must be after your scheduled 4 hours worked on your 8-hour day.)

Examples of possible 8-hour schedules with a 1-hour and ½ hour lunch schedule:

Start Day	Start Time	FLSA Workweek Start and End	Lunch Period	Stop Time
Wednesday	7:00 am	11:00 am	11:00-12:00pm	4:00 pm
Wednesday	7:30 am	11:30 am	11:30-12:30pm	4:30 pm
Wednesday	8:00 am	12:00 pm	12:00-1:00pm	5:00 pm
Wednesday	8:30 am	12:30 pm	12:30-1:30pm	5:30 pm
Wednesday	7:30 am	11:30 am	11:30-12:00pm	4:00 pm
Wednesday	8:00 am	12:00 pm	12:00-1:00pm	4:30 pm
Wednesday	8:30 am	12:30 pm	12:30-1:30pm	5:00 pm

- Work Week D: Begins Thursday four hours after scheduled start time and ends the following Thursday four hours after scheduled start time. (The lunch period must be after your scheduled 4 hours worked on your 8-hour day.)

Examples of possible 8-hour schedules with a 1-hour and ½ hour lunch schedule:

Start Day	Start Time	FLSA Workweek Start and End	Lunch Period	Stop Time
Thursday	7:00 am	11:00 am	11:00-12:00pm	4:00 pm
Thursday	7:30 am	11:30 am	11:30-12:30pm	4:30 pm
Thursday	8:00 am	12:00 pm	12:00-1:00pm	5:00 pm
Thursday	8:30 am	12:30 pm	12:30-1:30pm	5:30 pm
Thursday	7:30 am	11:30 am	11:30-12:00pm	4:00 pm
Thursday	8:00 am	12:00 pm	12:00-1:00pm	4:30 pm
Thursday	8:30 am	12:30 pm	12:30-1:30pm	5:00 pm

- Work Week E: Begins Friday four hours after scheduled start time and ends the following Friday four hours after scheduled start time. (The lunch period must be after your scheduled 4 hours worked on your 8-hour day.).

Examples of possible 8-hour schedules with a 1-hour and ½ hour lunch schedule:

Start Day	Start Time	FLSA Workweek Start and End	Lunch Period	Stop Time
Friday	7:00 am	11:00 am	11:00-12:00pm	4:00 pm
Friday	7:30 am	11:30 am	11:30-12:30pm	4:30 pm
Friday	8:00 am	12:00 pm	12:00-1:00pm	5:00 pm
Friday	8:30 am	12:30 pm	12:30-1:30pm	5:30 pm
Friday	7:30 am	11:30 am	11:30-12:00pm	4:00 pm
Friday	8:00 am	12:00 pm	12:00-1:00pm	4:30 pm
Friday	8:30 am	12:30 pm	12:30-1:30pm	5:00 pm

**Standard 8-hours/day, 5 days/week, 4/10s and 4/9 and a 4:**

If you are on any of the schedules listed above, your workweek is as follows:

- Work Week F: Begins Sunday at midnight and ends the following Sunday at midnight.

CC: Personnel File