



# Completing Your Alternate Work Schedule

## Before you begin

1. You will need to have a discussion with your supervisor/manager about the parameters of your alternate work schedule prior to completing the form. Verify the following details:
  - Agreed schedule
  - Effective dates of alternate work schedule
  - Schedule type (4-10, flexible)
  - Daily/weekly hours planned
  - Any additional specific expectations of your manager/department
2. You will need to collect some personnel details to verify that your information has auto-populated correctly in the form. You will want to have the following information available to streamline the process of completing your form:
  - Employee ID
  - FLSA Status
  - Job Title
  - Job Code
  - Department Code

## Complete your form

1. Navigate to the Alternate Work Schedule Form. Single sign-on will be required and your employee data should be automatically generated. Verify this information before proceeding.

Employee Information					
Employee ID	UCM NetID	First and Middle Name	Last Name	Email	FLSA Status
[REDACTED]	AMCNEILL2	ASHLEE	MCNEILL	amcneill2@ucmerced.edu	Exempt

If you hold multiple appointments, you can only make one selection at one time. You can submit additional forms for each individual position.

Active Appointments (Does not include future dated appointments)						Add
Job Title	Job Code	Position Number	Department Name	Department Code	Selected	
[REDACTED]	[REDACTED]	[REDACTED]	Risk Services	M57000	<input checked="" type="checkbox"/>	Remove

2. Verify supervisor information to ensure that the Telecommute Agreement is routed to the correct party.

Supervisor Name

Supervisor Email

3. Move on to the details of the agreement. Select the **Effective and Expiration dates** and **Schedule Type** agreed to by you and your supervisor.
  - Enter dates in mm/dd/yyyy format.
  - Four Tens (4-10): An employee works four 10-hour days each week with an extra day off.
  - Flexible Work Schedule: Allows an employee to work a traditional 40 hour workweek in less than the traditional 5 workdays.

**Work Schedule**

**Note: Effective date must be on a Sunday and expiration date must be on a Saturday.**

Effective Date \*       Expiration Date \*

**Choose Schedule \***

Nine-eighty (9-80): an employee works eight 9-hour days and one 8-hour day in the pay period with an extra day off.

Four Tens (4-10): An employee works four 10-hour days each week with an extra day off.

Flexible Work Schedule: Allows an employee to work a traditional 40 hour workweek in less than the traditional 5 workdays.

4. Review the **Important Considerations** section of the Alternate Work Schedule Agreement.

**Important Considerations**

1. The employee understands that all obligations, responsibilities, terms and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
2. The employee agrees and understands that the Department reserves the right to modify or suspend this Agreement in the event of unanticipated circumstances regarding employee performance or operational needs, provided termination of the Agreement is in compliance with relevant contract (for represented) provisions, which are typically found in the "Articles of Work" article.
3. Vacation: Full day absences charged to accumulated vacation credit shall be charged according to the number of hours the employee was scheduled to work on a given day according to the established work schedule.
4. Sick Leave: Full day absences charged to accumulated sick leave credit shall be charged according to the number of hours the employee was scheduled to work on a given day according to the established work schedule.
5. Schedules must start on a Sunday, regardless of the employee's pay schedule (monthly vs bi-weekly) They cannot start mid-week.
6. Nine-Eighty Schedules: The "day off" must be scheduled opposite of the week where the 8-hour day is worked. Additionally, this schedule must start with the 44-hour work week.
7. A new work schedule cannot be established in TRS if a timesheet for the impacted period has already been created. If an alternate work schedule is received and a timesheet for the covered period has already been completed, the new scheduled will be entered in the next available pay cycle period. **As such, please make sure that you complete this form at least 10 days prior to the proposed effective date.**

When a paid holiday falls on an employee's regularly scheduled day off, the employee will be paid eight hours (or the prorated amount if less than full time) holiday pay AND be given an alternate 8 hour day off during the same workweek as the holiday. If the alternate scheduled workday is greater than 8 hours, the employee is required to submit accrued vacation or accrued comp time for the difference. Otherwise, the gap will be coded as leave without pay.

## Review and submit your form

5. Review the Alternate Work Schedule Agreement for errors. Once you have confirmed that your form is error-free, check the box indicating you have read and agree to adhere to the terms of the Alternate Work Schedule Agreement, and type your name to electronically sign. Click Submit and the form will be routed to your supervisor for approval.

**Employee Signature and Date**

I understand that UC Merced is under no obligation to approve a request or proposal for an alternate work schedule. The decision to approve or allow an alternate work schedule is at the discretion of my department head/supervisor/manager. This agreement and work schedule is subject to ongoing review and may be modified or terminate based on evolving business needs, or other.

I have read and agree to adhere to the terms of the Alternate Work Schedule Agreement. \*

Type Your Full Name \*       Date