



Portage Lakes | Career Center

4401 Shriver Road, Uniontown, Ohio 44685 * (330)896-8200 /FAX (330) 896-8297

Request for Voluntary Schedule Change

I would like to change my work hours on _____.

My work hours on the above date/dates will be from _____

to _____. The reason for the change is as follows:

I understand this does not constitute a change in my work schedule for beginning and ending times as described in section 6.10 of the negotiated agreement.

Employee Date

Supervisor Date

Superintendent Date

This form, complete with all the necessary signatures, will act as authorization for the employee to make the requested schedule change. The employee must be in possession of this form, with all the necessary signatures, prior to working a different schedule.

Distribution:

- Employee
- Supervisor
- Superintendent
- Payroll