

WSU Libraries – Overtime-Eligible Staff Schedule Form

Employee Name							
Library Unit				Effective Date			
FTE Percentage				Weekly Total Hours			
Check One	Employee Requested				<i>Schedule changes requested by the employee are effective upon supervisory approval.</i>		
	Supervisor Requested				<i>Schedule changes requested by the supervisor require advance notice. For permanent changes exceeding 30 calendar days, employees must receive 7 calendar days' notice. For temporary changes of 30 days or less, employees must receive 2 calendar days' notice.</i>		

	SUN	MON	TUES	WED	THURS	FRI	SAT
Start Time							
Out for Lunch							
In from Lunch							
Stop Time							
Total Hours Each Day							

Additional Notes or Comments, if Needed						
Supervisor Name						
Supervisor Signature					Date	

Form distribution:

- Copy to Employee
- Copy to Manager/Department File
- Original to LAO