**CSEA Article 8.8**

**Employee Name:**      **Position:**

**Department:**       **Location:**

**Supervisor:**

**Date:**

**Original and Altered Work Schedule**

**Hours:**      **Change to:**

**Days:**       **Change to:**

**Beginning:**      **Ending:**      (8.8 – twelve (12) months maximum)

**Reason for work schedule change:**

8.2The normal workweek is Monday through Friday and the normal workday is from 8:00 a.m. to 5:00 p.m. The operating hours of the District include evening and weekends.

8.4 Employees are given one rest period of 15 minutes during each 4-hour period. Rest periods cannot be used to increase the

 length of the lunch period nor to shorten the workday.

 8.5 All employees working the normal workweek are entitled to an unpaid meal break of no more than 60 minutes scheduled

 Approximately near the middle of the work shift unless otherwise mutually agreed with the employee. Employees working

 5 hours or less may elect to work their shift without a lunch break with prior approval of the supervisor. *Although the contract provides for flexibility of the meal break, office services shall be provided during normal working hours.*

**Required Approval/Acknowledge Signatures**

**Supervisor:**  **Date:**

 [ ]  Approved [ ] Not Approved

Rationale:

**CSEA Chapter President/Designee:**   **Date:**

 [ ]  Approved [ ] Not Approved

Rationale:

**Vice Chancellor of Human Resources/Designee:**  **Date:**

 [ ]  Approved [ ] Not Approved

Rationale:

**[ ]  HR to confirm effective date via email. Date:**

***Note: Any renewal or change requires a new form.***