

Martin Community College A/B Schedule Request Form

Employees: Complete this form. Submit this request to your direct supervisor. All requests must be submitted at least two weeks prior to target effective date.

Supervisor/Senior Administrator: Review the request. Consider the functions of the position, departmental coverage and staffing needs, and the service needs of the college. Submit completed form to Human Resources. Human Resources will make formal notification of approvals or denials to the employee and employee supervisor.

SECTION 1: EMPLOYEE INFORMATION

Employee Name:	
Position/Job Title:	Department:
Direct Supervisor:	Immediate Senior Administrator:
Academic Term (Fall, Spring, or Both):	Target Effective Date:

Please Identify Your Work Schedule:		
<i>4 Day/10 Hour Work Schedule:</i>		
Start Time: _____	End Time: _____	Lunch Duration: _____
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<i>Monday – Thursday Work Schedule:</i>		
Start Time: _____	End Time: _____	Lunch Duration: _____
<i>Friday Work Schedule:</i>		
Start Time: _____	End Time: _____	Lunch Duration: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Senior Administrator Signature: _____ Date: _____

Approved Effective Date (to be completed by Senior Administrator): _____

Monday - Thursday Schedule Options (4/10 Hour Days)

Monday - Thursday (30 minute lunch)

Start Time: End Time:
7:00:00 AM 5:30:00 PM
7:15:00 AM 5:45:00 PM
7:30:00 AM 6:00:00 PM
7:45:00 AM 6:15:00 PM
8:00:00 AM 6:30:00 PM

Monday - Thursday (1 hour lunch)

Start Time: End Time:
7:00:00 AM 6:00:00 PM
7:15:00 AM 6:15:00 PM
7:30:00 AM 6:30:00 PM

Monday - Friday Schedule Options

Monday - Thursday (30 minute lunch)

Start Time: End Time:
8:00:00 AM 5:00:00 PM (Monday - Thursday)

Friday

Start Time: End Time:
8:00:00 AM 2:30:00 PM (Friday Only - 30 Minute Lunch Included)

Monday - Thursday (1 hour lunch)

Start Time: End Time:
7:30:00 AM 5:00:00 PM (Monday - Thursday)
7:45:00 AM 5:15:00 PM (Monday - Thursday)
8:00:00 AM 5:30:00 PM (Monday - Thursday)

Friday

Start Time: End Time:
7:30:00 AM 2:30:00 PM (Friday Only - 1 hour Lunch Included)
7:45:00 AM 2:45:00 PM (Friday Only - 1 hour Lunch Included)
8:00:00 AM 3:00:00 PM (Friday Only - 1 hour Lunch Included)