

MODIFIED WORK SCHEDULE

Employee Name: _____
Ex. Legal name is James Smith do not enter Jim Smith

Department: _____

Effective Date: _____ Position Title/ Hourly or Salaried: _____ / _____

*Please use military time. For example, 5:00 p.m. is 17:00

CURRENT WORK SCHEDULE					PROPOSED WORK SCHEDULE					
HOURS	(BEFORE LUNCH)		(AFTER LUNCH)		TOTAL HOURS	(BEFORE LUNCH)		(AFTER LUNCH)		TOTAL HOURS
DAYS	BEGINS	ENDS	BEGINS	ENDS		BEGINS	ENDS	BEGINS	ENDS	
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
				TOTAL					TOTAL	

Rationale for Approving:

 Employee Signature

 Immediate Supervisor Name

 Immediate Supervisor Signature

 Date

 Project/Dept. Director Name

 Project/Dept. Director Signature

 Date

PLEASE NOTE: A new schedule must be reviewed by Foundation Human Resources **prior** to any changes made from the above schedule.

HUMAN RESOURCES USE ONLY

HR Review: _____ Date: _____

Procedure created: July 1, 2021

Modified Work Schedules are valid until 12/31/2021

* CONVERSION CHART: REGULAR TO MILITARY TIME			
Regular Time	Military Time	Regular Time	Military Time
Midnight	00:00	Noon	12:00
1:00 a.m.	01:00	1:00 p.m.	13:00
2:00 a.m.	02:00	2:00 p.m.	14:00
3:00 a.m.	03:00	3:00 p.m.	15:00
4:00 a.m.	04:00	4:00 p.m.	16:00
5:00 a.m.	05:00	5:00 p.m.	17:00
6:00 a.m.	06:00	6:00 p.m.	18:00
7:00 a.m.	07:00	7:00 p.m.	19:00
8:00 a.m.	08:00	8:00 p.m.	20:00
9:00 a.m.	09:00	9:00 p.m.	21:00
10:00 a.m.	10:00	10:00 p.m.	22:00
11:00 a.m.	11:00	11:00 p.m.	23:00
Regular and military time use the same number of minutes per hour and they use minutes in exactly the same way. For example, 3:25 p.m. would be 15:25 in military time.			