



Work Schedule Change



E-464

This form is use to notify the Assistant Director that an employee needs to change their work schedule such as a day off, leaving early etc... If an employee is requesting 3 or more days of vacation leave they must do so on form A-103 as well as this form. Form A-103 is forwarded to the finance department when applicable. Please keep in mind that substitute schedules are made on Friday mornings the week before.

Name:

Work Location:

My Regular scheduled work hours (note your start and stop time):

Direct Supervisor was notified:

Substitute is needed:

Date that I need to change my schedule on (Please use the follow format e.g. 09/13/14):

Check all that applies (Please include the date and time):

Off all day:

Leaving at:

Coming in Late at:

Coming in Early at:

This is a change to a previous Work Schedule Change submission

Other:

Reason for schedule change:

Comments:

Username:

Password:

Date Submitted:

This form is a notification form only. It is a data collection system and does not guarantee anything. Submitting this form does not mean that the notification is approved absentee. Refer to KCI policy for more information on attendance.