



## Request for Temporary Schedule Change for Personal Convenience

For my own personal convenience, I \_\_\_\_\_  
hereby submit this written request for a temporary change in my regular schedule from  
(date) \_\_\_\_\_ through \_\_\_\_\_

From Regular Schedule:	Change Schedule To:
BT—	BT—
ET—	ET—
SDO—	SDO—

I understand that should this request be granted, I will not be entitled to the payment of out of schedule premium for hours worked outside of and instead of my regular schedule.

Employee's Signature	Social Security No.	Date Signed	Pay Location
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**I hereby condone and agree to the above request.**

Steward's Signature	Date Signed
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<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ( <i>Give reason</i> )	Processing Date	PSD Tech Initials
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Supervisor's Signature	Date Signed
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