



## City of Petaluma Employee Alternate Work Schedule Request / Approval Form

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

- **City of Petaluma Office Hours (open to the public): 8:00 a.m. to 5:00 p.m. Monday through Thursday**
- **City of Petaluma 4/10 Flex Time Work Hours Range: 6:00 a.m. to 7:00 p.m. Monday through Thursday**
- **Lunch time must be either 30 or 60 minutes taken within the first 5 hours of the work day**

Please indicate Alternative Work Schedule:

4/10: \_\_\_\_\_ 9/80: \_\_\_\_\_ Other: \_\_\_\_\_

Start Date of Work schedule: \_\_\_\_\_

Lunch time: \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ minutes

Alternate Work Schedule					
First Week	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
End Time:					
Total Hours:					

Alternate Work Schedule					
Second Week	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:					
End Time:					
Total Hours:					

I understand the terms and conditions of my alternative work schedule and that my schedule is fixed unless the City approves a different starting and stopping time and/or work schedule.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor or Department Director Approval

\_\_\_\_\_  
Date

(over for terms)

Alternative work schedule means both compressed work schedules and flexible work schedules. Compressed work week schedules are fixed. An employee may select a flexible work day schedule within the limits set by the City. Once selected, the hours are fixed until the City approves a different starting and stopping time.

- **4/10 Compressed Work Week:** 40-hour work week; four 10-hour days within core hours **6:00 a.m. to 7:00 p.m. Monday through Thursday** (hours within which employees may choose their arrival and departure time within limits of duties and requirements of their position).

**9/80 Compressed Work Week:** 40-hour work week.

Alternate I with Fridays off

Week 1: M-Th 9 hrs/day – 4 days; F off

Week 2: M-Th 9hrs/day – 4 days; F 8 hrs

Alternate II with Mondays off

Week 1: M off; T-F 9 hrs/day – 4 days

Week 2: M 8 hrs; T-F 9 hrs/day – 4 days

**5/8 Work Week:** 40-hour work week. Flex-time scheduled within core hours and must adhere to Fair Labor Standards Act Regulations (FLSA) which requires that overtime be paid for all hours worked in excess of 40 hours in a work week for non-exempt employees and labor agreements which require overtime. Managers and certain positions are exempt from the FLSA and not paid overtime.

Overtime will be paid for any hours worked over the regularly scheduled workday or can be applied to compensatory time accrued.

Vacation and sick leave accruals will be based on a 40 hour workweek. All Vacation and Sick Leave hours shall be charged on an hour-for-hour basis.

The Floating Holiday and other observed holidays will be scheduled for 8 hours. The difference between the 8 hours and the adjusted workday shall be charged against vacation, compensatory time accrued or leave without pay.