

## Alternative Work Schedule Request Procedure

### Intent:

The University of Wisconsin-Eau Claire is committed to making employee wellbeing a university-wide priority and we want to ensure our campuses provide a supportive and healthy workplace. This procedure supports the [Workplace Wellbeing Practice Directive](#) by providing a procedure that will allow employees to request work-schedule arrangements supportive to their success, as well as that of the university.

### Scope:

The UWEC official work week is Sunday through Saturday.

Flexing hours during a work week is not an alternative work schedule. Flexing an employee's work hours during a designated work week is subject to the mutual agreement of the employee and their supervisor/manager. Examples of flexing an employee's work schedule are an employee working an extra two hours on Monday to leave two hours early on Tuesday of the same work week.

Some, but not limited to, alternative work schedule examples are working four ten-hour days per work week, or working four nine-hour days and one four-hour day per work week.

For alternative work schedule requests beyond two-weeks in length, an employee shall initiate the [UWEC Alternative Work Schedule Request Form](#).

Alternative work schedules may be discontinued with two weeks' notice by either the employee or the institution at any time without cause. This time may be extended by mutual agreement or may be shortened either by mutual agreement or if urgent, exigent circumstances require a shorter notice period to meet an important interest of UW-Eau Claire.

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### Procedure:

#### Procedures to Request an Alternative Work Schedule

Step	Procedures to request an alternative work schedule
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1.	Employees should discuss potential alternative work schedules with their supervisor/manager before initiating the <a href="#">UWEC Alternative Work Schedule Request Form</a> .
2.	Employee completes all required sections of the <a href="#">UWEC Alternative Work Schedule Request Form</a> .
3.	<a href="#">UWEC Alternative Work Schedule Request Form</a> routes to the employee’s supervisor for consideration.
4.	Prior to supervisor approving the request, supervisor shall discuss the request with unit/college management (director/dean).
5.	Supervisor/manager shall discuss any concerns directly with the employee making request in attempt to address and resolve any concerns with request.
6.	Supervisor/manager renders decision on employee’s request to work alternative work schedule.

**Procedure of Objection to Work Schedule Arrangement Decisions**

If an employee is dissatisfied with their supervisor’s decision regarding the approval, modification, or termination of an alternative work schedule, the employee may bring any issues or concerns to their designated Human Resources Representative for review and possible resolution.

**Resources:**

- [UWEC Workplace Wellbeing Practice Directive](#)
- [UWEC Alternative Work Schedule Request Form](#)

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**Administration:**

**Approval Details**

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**Revision History**

Version	Revision date	Description of changes	Author
1.0	<dd/mm/yyyy>	Procedure established	Title of Procedure Author

**Contact Person/Unit**

Contact Person/Unit:	Director of Human Resources
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**Keywords**

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