

1000 E. Victoria Street – WH 340  
Carson, CA 90747  
(310) 243-3771 | FAX (310) 217-6947

**MODIFIED WORK SCHEDULE**

Employee Name: \_\_\_\_\_  
*Ex. Legal name is James Smith do not enter Jim Smith*

Department: \_\_\_\_\_

Effective Date: \_\_\_\_\_ PS Position Number/Time Base: \_\_\_\_\_ / \_\_\_\_\_  
*Ex. 00001712 3/5*

\*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

I agree to waive the required notice period per the applicable collective bargaining unit contract: \_\_\_\_\_  
Employee Initials

\_\_\_\_\_  
Immediate Supervisor Name

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appropriate Administrator Name

\_\_\_\_\_  
Appropriate Administrator Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_

**HUMAN RESOURCES USE ONLY**

Bargaining Unit: \_\_\_\_\_ HR Review: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>* CONVERSION CHART: REGULAR TO MILITARY TIME</b> |                      |                     |                      |
|---|----------------------|---------------------|----------------------|
| <b>Regular Time</b>                                 | <b>Military Time</b> | <b>Regular Time</b> | <b>Military Time</b> |
| 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.