

**Utah State Board of Education**  
**Alternative Work Schedule Agreement Form**

(Revised May 2021)

The Utah State Board of Education grants permission to \_\_\_\_\_ to work the following alternative work schedule.

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

	Week 1					Week 2					Total Hours
	M	T	W	Th	F	M	T	W	Th	F	
Begin at											
Lunch (30 or 60 min)											
End at											
Daily Hours											

Reason for Alternative Work Schedule:

This alternative work schedule has been reviewed and approved by the employee’s supervisor to ensure adequate work group and office coverage of functions during regular USBE business hours.

During the effective dates of this agreement, the employee understands that leave benefit accrual and/or other eligible leave accruals, such as FMLA, may be affected. Leave benefits are calculated in proportion to the employee’s time paid in each pay period.

By entering this agreement, the employee acknowledges that the employee has read and understands USBE Internal Policy 04-15 and agrees to its application to this agreement.

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

Supervisor Signature: \_\_\_\_\_

Deputy Superintendent: \_\_\_\_\_