

MODIFYING SCHEDULED WORK DAYS

REGULATION

In the instance an employee wishes to alter his/her regularly scheduled work days as approved by the Board of Trustees in the Employee Report/End Date Schedule, the following requirements are applicable:

1. The administrative regulation applies only to employees who are scheduled to work a minimum of 200 days a year.
2. The purpose of the exchange of days must benefit the District.
3. The exchange must occur within the same contract year, July 1—June 30.
4. The days worked must occur on normally scheduled District work days, not holidays or weekends.
5. The employee must submit a written request which includes the following for the supervisor's approval:
  - a. The reason for the request
  - b. The dates the employee proposes to be absent from duty.
  - c. The dates the employee plans to attend work in exchange for the days missed.
6. A maximum of five days may be exchanged.
7. The exchange may not cause the campus or department an undue hardship.