

ADDENDUM C -- REQUEST FOR MODIFIED WORK HOURS

I hereby request a temporary modification of my work hours for the time period beginning _____ and ending on _____.

The requested work hour modification is _____.

The reason for this request is _____

Submitted by: _____
Employee's Signature

Date: _____

Approved _____

Disapproved _____

Supervisor's Signature

Date: _____

- c: Personnel File
- Union President
- Director of Business Services