

Work Schedule Request

U.S. Department of Housing
and Urban Development

(for CWS, must be submitted at least two (2) weeks prior to the start of the pay period in which the change takes place)

Employee's Name:	Organization Name:	Date of this Request:
Employee's Signature:		Date of last work schedule change: (for CWS)
X		Proposed Effective Date: (beginning of a pay period)

First, mark the box which indicates the work schedule you are ending:

End ☐ End FlexiTour ☐ End CWS ☐ End Fixed Tour
(Compressed Work Schedule)

Second, mark the box and indicate the work schedule you wish to begin:

Begin ☐ Begin FlexiTour ☐ Begin CWS ☐ Begin Fixed Tour
(Compressed Work Schedule)

	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
Hours Worked										
Arrival Time										

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Supervisor's Signature & Date:	Effective Date:
	X	Next compressed work schedule change may be made no earlier than:
Remarks:		

Notification of Intent to Work Credit Hours

U.S. Department of Housing
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Employees's Name :	Organization Name :	Date:
Employee's Signature :	Your Current Credit Hour Balance:	Pay Period Dates beginning : ending :
X		

Each notification must apply only to 1 pay period. Do not split a pay period.
Credit hours may be earned only by full-time employees who are not working compressed work schedules.
Work performed to earn credit hours shall not begin prior to 7:00 a.m. local time nor extend past 6:30 p.m. local time.

Note:

- You can earn up to 3 credit hours per work day in quarter-hour increments.
- The most credit hours you can have available on any day in a pay period is 24.
- The most credit hours you can carry from pay period to pay period is 24.

Enter the Proposed Date, Credit Hour Start Time, and End Time under the day(s) you wish to earn the credit hours(s).

	Week One							Week Two						
	Sunday	Mon	Tues	Wed	Thurs	Fri	Saturday	Sunday	Mon	Tues	Wed	Thurs	Fri	Saturday
Proposed Date(s):														
Credit Hour Start time:														
End time:														

- ☐ Acknowledged
- ☐ Disapproved

Supervisor's Signature & Date:

X

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Instructions: Use this form to record actual time for authorized extra hours of work. The employee's signature certifies the accuracy of the entries, which must be consistent with the authorizing document (form HUD-1040, Overtime Authorization, or HUD-25018, Notification of Intent to Work Credit Hours). The employee must submit the certified form to the immediate supervisor at the end of the pay period indicated.

The appropriate authorization form must be on file for all times recorded.

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Previous editions are obsolete