

## Work Hours

Work hours are:

- [8:00 am to 5:00 pm Monday through Friday e.g.]
- [8:00 am to 5:00 pm Monday through Saturday and 11:00 am to 5:00 pm on Sundays e.g.]
- [Shifts
  - Shift One- \_\_\_ am to \_\_\_ pm
  - Shift Two- \_\_\_ pm to \_\_\_ pm (midnight)
  - Shift Three- \_\_\_ pm to \_\_\_ am e.g.]

## Your Work Schedule

[[Employer] [will provide, has provided] you [a letter, a form] stating your specific work schedule.]

[[Your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] will determine your work schedule.]

[[Employer], Human Resources, management e.g.] will post schedules [for non-exempt] employees each [Monday, Tuesday e.g.] in the [break room, lunch room, locker room e.g.].]

## Requests To Change Your Schedule

Requests to alter your work schedule must be made to [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] [in writing] and approved by [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] prior to altering your schedule.

## Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this [policy, statement, provision, e.g.] with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department e.g.] [or the President, CEO e.g.].]