

**DIOCESE OF OAKLAND
REQUEST FOR ALTERNATIVE WORK WEEK**

Employee's Name:

Parish:

Current Work Hours Assigned (Hours):

Alternative Work Week Requested (Hours):

Sunday

Sunday

Monday

Monday

Tuesday

Tuesday

Wednesday

Wednesday

Thursday

Thursday

Friday

Friday

Saturday

Saturday

Note: The total number of hours worked in any single day cannot exceed 10 hours. The total number of hours worked in any single work week cannot exceed 40 hours. May work in excess of 10 hours a day, or 40 hours a week, must be authorized in advance and will be paid as overtime.

Note: Indicate anticipated times for lunch breaks on days worked. An employee working five consecutive hours must take a minimum lunch break of 30 minutes. An employee working ten or more consecutive hours must take two lunch breaks of 30 minutes minimum.

This request for an alternative work week is voluntarily requested by employee who is the only member of his/her work unit and approved by the employer.

Dated: _____ (Employee)

Dated: _____ (Employer)