

Utah State Board of Education
Alternative Work Schedule Agreement Form
 (Revised October 2022)

The Utah State Board of Education grants permission to _____ to work the following alternative work schedule.

Effective Date: _____ Expiration Date: _____

	Week 1					Week 2					Total Hours
	M	T	W	Th	F	M	T	W	Th	F	
Begin at											
Lunch											
End at											
Daily Hours											

Reason for Alternative Work Schedule:

This alternative work schedule has been reviewed and approved by the employee’s supervisor to ensure adequate work group and office coverage of functions during regular USBE business hours.

By entering this agreement, the employee acknowledges that the employee has read and understands USBE Internal Policy 04-14 Work Schedule and agrees to its application to this agreement.

Employee Signature: _____

Supervisor Signature: _____

Copies of this agreement will be provided to the employee, the employee’s supervisor, and uploaded to the attachments section of the employee’s UPM.