Fermilab

Date:

To:

From:

Subject: Schedule Request for Unpaid Furlough

Under the Fermilab Furlough Policy, weekly employees must take **32 hours** unpaid furlough per two-calendar month furlough period between February 1, 2008 and September 30, 2008. Monthly employees must take **1 calendar week** unpaid furlough per two-calendar month furlough period between February 1, 2008 and September 30, 2008. For part-time employees, furlough hours will be prorated.

Please check if you are full-time or part-time: ☐ Full-time ☐ Part-time

I request approval to take unpaid, furlough on the following dates during the _____, 2008 to _____, 2008 two-month furlough period:

Weekly Employees			Monthly Employees	
Date:	**Time:**	**# Hours:** *(must total 32)*	**Start Date:** *(must be a Monday)*	**End Date:** *(must be following Sunday)*

I understand that this schedule is subject to management approval to ensure proper department coverage. This schedule request may be modified by either party with at least one-week notice.

_____

Employee Signature Date

_____

Supervisor Signature Date

☐ Approved
☐ Not Approved

Send completed form to your Supervisor

Revised January 25, 2008