Request Change from Core Operating Hours

This request must be made annually and a form is required on file by September 15. Open ended dates are not acceptable.

The campus core operating hours are 8:00 AM – 4:30 PM other than during student break times when office hours may change to 8:00 AM – 4:00 PM. Offices are required to be open during these hours or have alternate coverage. Operational need for the efficient and effective delivery of services to students, employees and the public is essential. Offices open other than the stated core hours are required to have Vice Presidential approval. This approval must be in writing and maintained in the Payroll Office for auditing purposes.

Occasional ad hoc changes and use of leave credits do not require this official change form.

Department: 

Effective Date: 

End Date: 

Requested Office Hours: 

Reason for request: 

How will office maintain effective customer service during this time (Sign on door directing customers to alternate location, shared coverage with another department, voicemail, forwarded phone, etc): 

Supervisor’s Signature/Date: 

Dean/Director’s Signature/Date: 

Vice President’s Signature/Date: 

Please forward completed form to: 
Payroll Office 
Kehoe 904