

University of Colorado Boulder

Request to Redefine Workweek

The standard work week for the University of Colorado is 12:01 a.m. Sunday, through 12:00 midnight, the next Saturday. Any change in this work week for classified staff requires approval by the Position Management and Compensation Manager before implementation. Please complete the form below and submit to Kelly.Reel@colorado.edu.

Department Name

Employee Name

Employee ID #

Employee position #

Work week requested *(Note that 9/80 schedules must start at 12:01pm and end at 12:00 pm)*

Day (select from drop down menu)

Time start (hh:mm am/pm)

Time end (hh:mm am/pm)

Schedule change date *(Note that the start date of the schedule must be the same day qh'vj g'y ggn'cu'cdqyg)*

Start date (mm/dd/yyyy)

End date (if applicable)

Signatures and date

Employee
Email address

Date

Supervisor
Email address

Date

HR APPROVAL

Kelly Reel
CU Boulder HR

Date