



DOUGLAS COLLEGE

## BCGEU

### PROPOSED MODIFIED WORK SCHEDULE

Please refer to [Article 15 – Hours of Work](#) and the [Guidelines Modified Work Week Schedules Support Staff](#)

**NOTE:** The completed schedule should be forwarded to Human Resources for feedback, a minimum of two (2) pay periods before the proposed implementation date.

EFFECTIVE DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(please use legal name)

BANNER ID: \_\_\_\_\_  
(required)

Weeks 1 & 2 of cycle (must correspond with bi-weekly pay periods)				
		Hours worked	Shift Start	Shift End
Week 1	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
Week 2	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
TOTAL HOURS in 2 weeks		70.00		

**Additional Information:** \_\_\_\_\_

Approved by Dept Supervisor/Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward to Human Resources for final review and approval. Once approved, the schedule will be forwarded to Payroll, and the employee/supervisor will be advised.

Approved by Human Resources Advisor: \_\_\_\_\_

Date: \_\_\_\_\_