

MEMORANDUM

**Draft Only**  
Return to HR for review prior to issuing to employee.

TO: Employee

FROM: Supervisor, Title

DATE: Date

SUBJECT: Permanent Schedule Change

Per WAC 357-28-252 I am notifying you of a change to your permanent work schedule from five, 8-hour days per week to four, 10-hour days per week work shift beginning DATE. (Must provide seven calendar days' notice to the employee. The day notification is given constitutes a day of notice) Starting on this day your working hours will be from 7:00a.m to 6:00p.m., Monday – Thursday/Tuesday-Friday.

cc: HRS Personnel File  
HRS Employment Services  
Appropriate department cc:s