

Draft Only

MEMORANDUM
Return to HRS for review prior to issuing to employee.

TO: Employee

FROM: Supervisor, Title

DATE: Date

SUBJECT: Temporary Schedule Change

Per WAC 357-28-252, I am notifying you of a temporary change to your work schedule beginning DATE. *(Normally two calendar days' notice must be given to the employee. The day notification is given constitutes a day of notice – see WAC listed below.)* Starting on DATE through DATE your working hours will be from 7:00 a.m. – 6:00 p.m. Monday thru Thursday/Tuesday thru Friday.

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

WAC 357-28-252 (1) For temporary changes in work hours or shift for a period of thirty calendar days or less, the employer must provide two calendar days' notice to the employee. The day notification is given constitutes a day of notice. *The employer may provide less than two calendar days' notice for the following reasons:*

(a) When there are emergency conditions as defined by the employer, including employees dispatched to emergency response duty under an incident command system as defined in RCW 38.52.010, and employees of the department of corrections who are in charge of offenders assigned to assist in forest fire suppression and other emergency incidents;

(b) When there is a lack of work or a safety hazard to the employee and/or others; or

(c) When the change is requested by the employee and approved by the employing official.