

Employee Requests for Temporary Schedule Changes

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

OVERVIEW

The University may accommodate employee requests for temporary schedule changes. (*WAC 357-28-252 (3)*)

Eligibility

This policy applies to all civil service employees who are not covered by a bargaining agreement.

Collective bargaining unit employees are to refer to the applicable bargaining unit agreement for more information.

Overtime-Eligible

An overtime-eligible employee may request a temporary schedule change.

Overtime-Exempt

An overtime-exempt employee is not required to document a schedule change after the employing official approves the request.

Time Period

A temporary schedule change may cover a period of up to forty hours during the same work week. An employee must make up all hours missed from their designated schedule during the same regular WSU work week.

The regular WSU work week runs from 12:01 a.m. Sunday to 12:00 midnight Saturday, unless otherwise officially designated.

Employees must use annual leave, leave without pay (LWOP), or compensatory time to cover missed hours not made up during the same work week.

Request and Approval

To request a temporary schedule change, an overtime-eligible employee submits a request in Workday. (See the Workday Request Work Schedule reference guide.)

An employing official may approve the request, but is not required to do so.

An employing official is an administrative or supervisory employee designated by the appointing authority to exercise responsibility for requesting certification, interviewing eligible candidates, and recommending appointment of individuals to classified positions. (*WAC 357-01-150*)