

REQUEST TO DECREASE HOURS ON ONE DAY AND MAKE THEM UP ON ANOTHER DAY IN THE SAME WORKWEEK.

Pursuant to the California Workplace Flexibility Act of 1999, if an employer approves a written request to make-up work time that is lost as a result of a personal obligation, and the hours that make-up work time are performed in the same workweek in which the time was lost, those hours may not be counted towards the total number of hours for purpose for the overtime requirements, except for hours in excess of 11 hours in one day or 40 hours in one workweek.

(PLEASE PRINT)

EMPLOYEE NAME:	
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Employee to complete:

I am submitting this request to work additional hours to make up work I missed or will miss for personal reasons. I will work the make-up hours in the same workweek that the time is lost. I understand that under California law the make-up hours will not count toward overtime calculation, unless I work more than 11 hours on a make-up day or 40 hours that workweek.

I wish to make up lost time by working an additional _____ hour(s).

My change in schedule for the week of (dates) _____ will be as follows:

▶ HOURS	SUN	MON	TUES	WED	THUR	FRI	SAT
REGULAR SCHEDULE:							
NEW SCHEDULE:							

 EMPLOYEE SIGNATURE _____
 DATE

APPROVED NOT APPROVED

 AUTHORIZED BY _____
 DATE

 TITLE

Fax completed form to (916) 983-5924