

Division of Public Defender Services
Employee Work Schedule

Name:

Employee Id:

Individual work schedules are kept in personnel files. Each time a work schedule is permanently changed this form must be completed.

The workweek for the majority of employees is 40 hours per week/8 hours per day. The work hours for the Division fall between 8:00 am to 5:30 pm. **Daily work schedules must include a lunch period of between 30 minutes to 60 minutes. Lunch period may not be waived and are required to be included in the daily count of hours.**

Please indicate your work schedule below and once your supervisor has approved it, please submit to Human Resources.

Work Schedule	Lunch
8:00 am start time 5:00 pm end time 4:45 pm end time 4:30 pm end time	60 minutes 45 minutes 30 minutes
8:30 am start time 5:30 pm end time 5:15 pm end time 5:00 pm end time	60 minutes 45 minutes 30 minutes
9:00 am start time 6:00 pm end time 5:45 pm end time 5:30 pm end time	60 minutes 45 minutes 30 minutes
Other indicate start and end time	60 minutes 45 minutes 30 minutes

Employee Signature

Date

Supervisor Signature

Date