

TOUR OF DUTY REQUEST

1. Name of Employee		2. Title and Grade		3. Organization	
4. This change is requested by the <input type="checkbox"/> Employee or <input type="checkbox"/> Supervisor				Employee is: <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time	
5. Workweek Schedule (Check requested schedule). See specific Region/Office Written Work Schedule Implementing Instructions for the Available Work Schedules and Hours of Work options.					
FIXED		COMPRESSED		FLEXIBLE	
<input type="checkbox"/> 8-hour day <input type="checkbox"/> Part-time		<input type="checkbox"/> 5/4-9's <input type="checkbox"/> 4-10's		<input type="checkbox"/> Gliding <input type="checkbox"/> Maxiflex (minimum of 3 core days per week)	
OTHER					
<input type="checkbox"/> Intermittent					
Fill in chart below. For fixed, compressed, or special schedules, arrival and departure times are fixed. For <i>flexible schedules</i> , all times are estimated arrival and departure times.					
Indicate core days (X)	DAY OF 1 st WEEK	HOURS (Specify am or pm) FROM TO		MEAL PERIOD	TOTAL HOURS (worked)
	SUNDAY				
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				
<input type="checkbox"/> Check here if second week is identical to first week, otherwise fill out below if different.					
Indicate core days (X)	DAY OF 2 nd WEEK	HOURS (Specify am or pm) FROM TO		MEAL PERIOD	TOTAL HOURS (worked)
	SUNDAY				
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				
6. Period Covered <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary (1 year or less) From _____ to _____					
7. Justification for requesting schedule:					
Employee's Signature		Title		Date	
8. <input type="checkbox"/> Approved as requested <input type="checkbox"/> Approved with annotated changes <input type="checkbox"/> Denied					
Justification for denial of requested schedule					
Supervisor's Signature		Title		Date	

PROVIDE ORIGINAL/APPROVED FORM TO THE EMPLOYEE'S TIMEKEEPER and SERVICING HUMAN RESOURCES OFFICE
 PROVIDE A COPY OF COMPLETED FORM TO EMPLOYEE
 SUPERVISOR RETAINS A COPY