

Pasadena Area Community College District  
Office of Human Resources

**ALTERNATE WORKWEEK AGREEMENT**

**4/10 WORKWEEK** (The workweek is 4 days long and each day is 10 hours long. Indicate hours to be worked each day.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____

**9/80 WORKWEEK** (The workweek is eight 9-hour days and one 8-hour day and has one entire day off during the two-week pay period. Indicate hours to be worked each day.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Week 1 \_\_\_\_\_

Week 2 \_\_\_\_\_

**OTHER** (The work schedule varies from day to day, totaling 40 hours per week. Indicate hours to be worked each day.)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____

Please check one:

- Employee requested                       Manager/Supervisor requested

Effective date assignment: From: \_\_\_\_\_ To: \_\_\_\_\_

Mutually agreed to:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee (print name)

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Supervisor, Human Resources

\_\_\_\_\_  
Date

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Distribution: Employee  
                  Manager/Supervisor  
                  Payroll