

**DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)
CENTRAL OFFICE
COMPRESSED PAY PERIOD (CPP) APPLICATION FORM**

Employee applying for CPP:

Name: _____ Title: _____

Salary Grade: _____ Neg. Unit: _____ Item Number _____

Division: _____

Bureau: _____ Starting Date of CPP: _____

The Compressed Pay Period begins the first day (Thursday) of a pay period and ends two weeks later on Wednesday. One week's work hours will total 40 and the other week's work hours will total 35. The Pass Day can only be scheduled during the 35 work hour week:

Schedule (see reverse for choices & additional information):

1st Week: Start time: _____ Lunch _____ minutes
Pass Day: _____

2nd Week: Start time: _____ Lunch _____ minutes
Pass Day: _____

I hereby request approval for participation in the DEC Compressed Pay Period Program. I certify that I have read the CPP Guidelines explaining the program and agree to abide by its terms as a condition for participation in the program.

I further understand that I may opt out of the program with 2 weeks advance notice to my supervisor by submitting a withdrawal form.

Employee Signature: _____ Date: _____

Supervisor Name (Please Print): _____

Supervisor Signature: _____ Date: _____

_____ Approved _____ Disapproved (See Attached)

Bureau Head Name (Please Print): _____

Bureau Head Signature: _____ Date: _____

_____ Approved _____ Disapproved (See Attached)

Division Director Name (Please Print): _____

Division Director Signature: _____ Date: _____

_____ Approved _____ Disapproved (See Attached)

**NOTE: Prepare an original and 3 copies. Forward the original and 1 copy to _____.
The employee and his/her supervisor retain the other copies.**

(over)

Employee Name: _____

**Schedule Choices for 9 out of 10 Compressed Pay Period
(75 Hour Employees)**

Please indicate schedule choice by circling start and finish time in each week. The same start or finish time must be used for each week (i.e., start at 7:00 a.m. both weeks and choose departure time, or leave at 5:00 p.m. both weeks and choose arrival time).

Forty (40) Hour Work Week
5 Days - 8 Hours per Day plus Lunch

1st Week _____ 2nd Week _____

Start Time	Ending Time with:	30 Minute Lunch	45 Minute Lunch	60 Minute Lunch
07:00 AM	to	03:30 PM	03:45 PM	04:00 PM
07:30 AM	to	04:00 PM	04:15 PM	04:30 PM
08:00 AM	to	04:30 PM	04:45 PM	05:00 PM
08:30 AM	to	05:00 PM	05:15 PM	05:30 PM
09:00 AM	to	05:30 PM	05:45 PM	06:00 PM

Thirty-Five (35) Hour Work Week (Pass Day Week)
4 days - 8 Hours & 45 Minutes per Day plus Lunch

Start Time	Ending Time with:	30 Minute Lunch	45 Minute Lunch	60 Minute Lunch
07:00 AM	to	04:15 PM	04:30 PM	04:45 PM
07:30 AM	to	04:45 PM	05:00 PM	05:15 PM
08:00 AM	to	05:15 PM	05:30 PM	05:45 PM
08:30 AM	to	05:45 PM	06:00 PM	06:15 PM
09:00 AM	to	06:15 PM	06:30 PM	06:45 PM

Pass Day (circle choice):

1st Choice: Thursday Friday Monday Tuesday Wednesday
2nd Choice: Thursday Friday Monday Tuesday Wednesday