

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