



State of Delaware
Department of Human Resources

Alternative Work Schedule (AWS) Agreement Form																																																																			
DHR Statewide AWS Agreement Form #: To be assigned	Authority:																																																																		
Effective Date: March 28, 2021	Supersedes: July, 2009																																																																		
Part 1: Employee Information																																																																			
<i>To be completed by requesting employee</i>																																																																			
1. Name: _____ 2. Position: _____ 3. Department/Agency: _____																																																																			
Part 2: Requested Schedule																																																																			
<i>Employee hereby requests, and employer hereby approves the following alternative work schedule</i>																																																																			
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">FIRST WEEK</th> <th style="padding: 5px;">Monday</th> <th style="padding: 5px;">Tuesday</th> <th style="padding: 5px;">Wednesday</th> <th style="padding: 5px;">Thursday</th> <th style="padding: 5px;">Friday</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Start Time:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Lunch (30 or 60)</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> </tr> <tr> <td style="padding: 5px;">End Time:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Hours Worked:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;"> </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">SECOND WEEK</th> <th style="padding: 5px;">Monday</th> <th style="padding: 5px;">Tuesday</th> <th style="padding: 5px;">Wednesday</th> <th style="padding: 5px;">Thursday</th> <th style="padding: 5px;">Friday</th> </tr> <tr> <td style="padding: 5px;">Start Time:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Lunch (30 or 60)</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> <td style="padding: 5px;"><input type="checkbox"/>30 <input type="checkbox"/>60</td> </tr> <tr> <td style="padding: 5px;">End Time:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Hours Worked:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		FIRST WEEK	Monday	Tuesday	Wednesday	Thursday	Friday	Start Time:						Lunch (30 or 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	End Time:						Hours Worked:												SECOND WEEK	Monday	Tuesday	Wednesday	Thursday	Friday	Start Time:						Lunch (30 or 60)	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	<input type="checkbox"/> 30 <input type="checkbox"/> 60	End Time:						Hours Worked:					
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Part 3: Acknowledgement and Effective Date																																																																			
<i>Please read terms and conditions of Alternative Work Schedule Agreement</i>																																																																			
I understand and agree with the following: 1. This agreement and schedule shall be effective: _____. 2. The terms and conditions of the State of Delaware AWS Policy are incorporated into this agreement by reference and made a part of this agreement. 3. This schedule may be modified or cancelled in accordance with the AWS Policy. 4. An AWS schedule of regular work hours that would incur overtime will not be approved. 5. This AWS will not result in a change in base pay. 6. The AWS eligibility is a privilege and failure to abide by the terms and conditions of this agreement may result in loss of the privilege.																																																																			
Part 4: Signature Section																																																																			
<i>Employee, Manager/Supervisor, Division Director</i>																																																																			
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A copy of this completed Agreement must be sent to Agency Human Resources office.																																																																			