

**Your fixed and regular work schedule will be changed for the school year as follows:**

Effective Date:  School Year:

Old Work Schedule: Monday-Friday from  to

New Work Schedule: Monday-Friday from  to

First 15-Minute Rest Break: from  to

Second 15-Minute Rest Break (if applicable): from  to

Lunch Break: from  to

(Lunch break applies to employees working 5 or more hours per day.)

☐ Check box if lunch is waived (Meal Waiver form must be on file in H.R.).

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Employee Signature:  Date:

Supervisor's Signature:  Date:

Revised 06/19/20

*The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents, and staff so our students can live their lives to their full potential.*

#### dd Attachments

Choose file(s)

This form is to be initiated by the Supervisor and then sent to the respective employee.

Once all of the required fields are completed, the supervisor will then sign in the designated field.

Your signature below indicates that you agree to the change of work schedule listed below for the remainder of the school year. A copy of this form will be forwarded to Human Resources.

**Your fixed and regular work schedule will be changed for the school year as follows:**

Effective Date:  School Year:

Old Work Schedule: Monday-Friday from  to

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First 15-Minute Rest Break: from  to

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Lunch Break: from  to

(Lunch break applies to employees working 5 or more hours per day.)

☐ Check box if lunch is waived (Meal Waiver form must be on file in H.R.).

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

Date: \_\_\_\_\_

Supervisor's Signature: Solange Henriquez

Date: 12/02/2020

Revised 06/19/20

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**Add Attachments**

Choose file(s)

Submit form / Enviar formulario

Once signed, the Supervisor will choose Submit form

### Next steps/approvers

Enter the necessary approvers and uncheck any steps that aren't needed. [Learn more](#)

REQUEST APPROVAL	STEP	NAME	EMAIL
<input checked="" type="checkbox"/>	Step 2 - Employee (this step is required)	<input type="text" value="Enter name"/>	<input type="text" value="Enter email"/>
<input checked="" type="checkbox"/>	Step 3 - HR (this step is required)	<input type="text" value="Select Approver..."/>	

### Confirmation

You'll have a chance to review your approval before submitting it

[Approve this form](#)

After choosing Submit form, the Supervisor will be redirected to this page where they will:

1. Enter the name and email of the employee
2. Select the corresponding HR staff the form will go to for processing (A-K or L-Z). Please remember the letters correspond with the first letter of the respective employee's **last** name.  
i.e. if the employee's last name is 'Doe', you will choose A-K.

REQUEST APPROVAL	STEP	NAME	EMAIL
<input checked="" type="checkbox"/>	Step 2 - Employee (this step is required)	Kari Dries	kldries@palmdalesd.org
<input checked="" type="checkbox"/>	Step 3 - HR (this step is required)	A-K (jhernandez@palmdalesd.org)	

### Confirmation

#### ➔ Reviewed and approved

Classified Represented Change of Work Schedule initiated by Kari Dries (kldries@palmdalesd.org)

#### ➔ Next approvers

This form will be sent to the following people in this order:

- Step 2 - Employee - Kari Dries (kldries@palmdalesd.org)
- Step 3 - HR - A-K (jhernandez@palmdalesd.org)

**Approve this form**

After entering the employee's name and email, as well as designating which HR staff the form will go to, the Supervisor will then click Approve this form.

Old Work Schedule: Monday-Friday from 8:00 AM to 4:30 PM  
New Work Schedule: Monday-Friday from 8:00 AM to 5:00 PM  
First 15-Minute Rest Break: from 10:00 AM to 10:15 AM  
Second 15-Minute Rest Break (if applicable): from 3:00 PM to 3:15 PM  
Lunch Break: from 12:00 PM to 1:00 PM  
(Lunch break applies to employees working 5 or more hours per day.)

☐ Check box if lunch is waived (Meal Waiver form must be on file in H.R.).

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Employee Signature: Click to sign here Date: 12/02/2020  
Supervisor's Signature: Solange Henriquez Date: 12/02/2020

Revised 06/19/20

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Add Attachments

After the Supervisor clicks: Approve this form, the employee will then receive an email notification and link to the form. The employee will then click on the link and be brought to this page for their signature.

For: Karl Dries / Administrative Assistant... Attachments Copy View/Print PDF Save progress Admin Tools

Your signature below indicates that you agree to the change of work schedule listed below for the remainder of the school year. A copy of this form will be forwarded to Human Resources.

**Your fixed and regular work schedule will be changed for the school year as follows:**  
Effective Date: \_\_\_\_\_ School Year: 2020-2021

Old Work Schedule: Monday-Friday from 8:00 AM to 4:30 PM  
New Work Schedule: Monday-Friday from 8:00 AM to 5:00 PM  
First 15-Minute Rest Break: from 10:00 AM to 10:15 AM  
Second 15-Minute Rest Break (if applicable): from 3:00 PM to 3:15 PM  
Lunch Break: from 12:00 PM to 1:00 PM  
(Lunch break applies to employees working 5 or more hours per day.)

☐ Check box if lunch is waived (Meal Waiver form must be on file in H.R.).

Employee Signature: Karl Dries Date: 12/02/2020  
Supervisor's Signature: Solange Henriquez Date: 12/02/2020

Revised 06/19/20  
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Add Attachments

Choose file(s)

I have reviewed this form -

Send to next approver  
Request corrections  
Deny

Privacy

After reviewing and signing their name, the employee will then click: I have reviewed this form and select from one of the following options.

## Send to next approver

### Step 3 - HR

Next approver has been pre-filled for you.

NAME

A-K

EMAIL

jhernandez@palmdalesd.org

Send to approver

Once the employee chooses Send to next approver, they will be directed to this page. They will then choose Send to approver.

**This form is now complete. 😊**