



OFFSETTING / CHANGE OF WORK SCHEDULE FORM

The Offsetting / Change of Work Schedule Form is used by full-time regular staff in accordance with company policy. Work can be rendered outside of the regular office hours (except Sundays) to offset absences or undertimes incurred due to emergency or health reasons, if approved by the Director or Chief Business Development Officer. The benefit of offsetting of work schedule can only be availed for a maximum of two (2) times in a month and must be completed within seven (7) business days from the time that the absence/undertime is incurred. Only employees with zero (0) time off credits can render work outside of the regular office hours to offset absences or undertimes. For detailed information regarding the administration of paid time off, refer to the Code of conduct and/or the Employee Handbook. For information on requesting a leave of absence contact the Human Resources Department.

Date of Request:		
Employee Name:		
Please specify reason of absence: (Note that the approval of this offset request may depend on the reason provided)		
START Date and Time of Absence:	Date	Time
END Date and Time of Absence:	Date	Time
Total Number of Hours to Compensate:		

Employee Signature: _____

SCHEDULE OF WORK TO COMPENSATE ABSENCE

	DATE (mm/dd/yyyy)	START TIME (hh:mm)	END TIME (hh:mm)
1			
2			
3			
4			
5			
6			
7			

***Reminder: Must be completed within 7 working days**

APPROVALS

Immediate Supervisor

Action Required: Please carefully review the employee's requested schedule above. Make sure that no work is disrupted by implementing the said schedule and that. If revisions are required, please return the form to the employee to revise.

Please check one:

- ☐ Approved
☐ Disapproved

Remarks:

Immediate Supervisor Signature
and date signed:

Human Resources Department

- ☐ PayrollHero schedule updated

Remarks:

Human Resources Personnel Signature
and date signed:

Finance Department

- ☐ Attendance resolved

Remarks:

Finance Personnel Signature
and date signed:
