



Arkansas Department of the Military
 Cabinet Secretary – Brigadier General Olen Chad Bridges,
 The Adjutant General

Work Schedule Selection

I wish to choose the following work schedule. I understand this schedule must be approved by my first level and any higher-level supervisors. Once approved, the schedule will remain until the HR Department receives a new Work Schedule Selection form to make a change. I understand any deviation request from my compress work schedule will require approval from the DOTM Chief of Staff. The Deputy Adjutant General is the final approval authority for all deviation request.

Please Note: Promotions, demotions, transfers, or schedule changes will require a new form to be submitted to Human Resources.

Basic Work Schedule (five 8-hour days, Monday through Friday)

My work hours will be _____.

Compressed Work Schedule – 2nd Friday of the pay period (five-four 9-hour days)

My work hours will be _____. I understand my day off and 8-hour day will be on Friday.

Per DOTM Policy 4 - The Compressed Work Schedule (CWS) option is NOT available to Camp Robinson or Fort Chaffee Public Safety staff members or Ebbing Fire Department. (This includes Security Guard and Dispatcher positions).

 Personnel Number

 Employee Printed Name

 Date

 Employee Signature

SUPERVISOR ACTIONS:

Approved Not Approved

 Supervisor Printed Name

 Supervisor Signature

 Date