

(Sample Assignment to Alternative Schedule)
CITY OF _____

Interoffice Memorandum
Date

TO: [employee's name]

FROM: Supervisor

RE: Alternative Work Schedule During Local State of Emergency for Pandemic Influenza

DATE:

Please be advised that effective (*date*) and continuing until approximately (*date*) I am assigning you to an alternative schedule on the following days and times:

Fixed Flex Compressed 4/40 Other _____

Work Schedule (Two Week Period)								
	Week One	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time		_____	_____	_____	_____	_____	_____	_____
Stop Time		_____	_____	_____	_____	_____	_____	_____
Length of Lunch Break		_____	_____	_____	_____	_____	_____	_____
Total Hours Worked		_____	_____	_____	_____	_____	_____	_____
	Week Two	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time		_____	_____	_____	_____	_____	_____	_____
Stop Time		_____	_____	_____	_____	_____	_____	_____
Length of Lunch Break		_____	_____	_____	_____	_____	_____	_____
Total Hours Worked		_____	_____	_____	_____	_____	_____	_____

Thank you for your assistance during this difficult time.

cc: Payroll