

EMPLOYEE COMPRESSED WORK SCHEDULE ELECTION FORM

NAME:

DATE:

I request this standard work schedule for the pay period beginning:

0700 - 1700 1 hr lunch 0700 - 1630 1/2 hr lunch 0730 - 1700 1/2 hr lunch

_____ (other)

A lunch period is included in the work schedule. Write your selected lunch period between 1100 and 1300 of your selected tour.

Lunch Period:

The above standard work schedule does not apply to me. IAW with the Air/Army Union Contract, my work schedule is authorized as follows: _____.

Lunch Period: _____

Physical Training:

Time:

M T W TH F

Employee Signature

Supervisor Signature

1. Employee and supervisor discuss work schedule.
2. When an agreement is reached, complete the TAG Form 15-E.
 - a. First and Last name.
 - b. Date form is completed.
 - c. Check one time frame space.
 - d. Select a lunch period between 1100 and 1300.
 - e. Check PT schedule and select a time period.
 - f. Sign the form.
3. Supervisor will give a copy of the TAG Form 15-E to their employee. The original is filed in the supervisor/employee work folder.
4. This is your employee's daily schedule. It may be changed if their situation changes, by completing a new form.
5. Employees experiencing a personal hardship working the compressed work schedule may request an exception. This request must be submitted by memorandum through the supervisory chain to the Human Resources Officer.

TAG WY Form 15-E

18 July 2019

(This form supersedes TAG WY Form 15-E dated 2 Feb 2011)